Administrative Handbook

of

Standard Processes

First Issue

January 2005

SAIC-Frederick, Inc.

An Employee-Owned Company

A Subsidiary of Science Applications International Corporation

Operations and Technical Support Contractor for
The National Cancer Institute at Frederick

ADMINISTRATIVE HANDBOOK
OF
STANDARD PROCESSES

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STANDARD PROCESS

Section A: Contracts and Administration (C&A)
Number/Title: **A001/Administrative Handbook of Standard Processes**
Date Issued: November 2003
Revision:
SP Contact: Project Coordinator, Project Coordination Dept., FAS, 301-846-5667

I. Purpose

The *Administrative Handbook of Standard Processes* is designed to be a working guide for supervisory and staff personnel in day-to-day administration and to orient employees to the SAIC-Frederick, Inc., standard processes (SPs). Additionally, it delineates the processes for successful interaction of SAIC-Frederick, Inc., with government and other contractor employees.

II. References

SP A002/Preparation of Standard Processes

III. Definitions

SP: Standard Process

IV. Scope

The *Handbook* is prepared for use with SAIC-Frederick, Inc., activities in support of the National Cancer Institute at Frederick (NCI-Frederick). The SPs generally apply to all employees of NCI-Frederick unless otherwise noted in the Scope of a specific SP.

V. Processes/Guidelines

A. This handbook is provided to SAIC-Frederick, Inc., employees as a brief guide to the standard processes in effect at the time of publication. All terms and conditions of employment are not set forth in the handbook. Processes can be changed or modified at any time by SAIC-Frederick, Inc. The NCI-Frederick *Policy and Procedures Manual*, which is available from your supervisor, the Human Resources Department or the NCI Web site, also provides a brief guide regarding processes.

   Please note that this handbook, and any other statements of policy or processes, do not constitute expressed or implied contracts of employment. Furthermore, no one at the company has the authority to make any arrangements with the employee to the contrary. The employment relationship between the employee and the company is "at will," which means the company or the employee may terminate the employment relationship with or without cause or notice.

B. Upon approval and distribution of the *Handbook* and subsequent SPs, the processes provided herein will be considered an "Advanced Action Directive"; as such, these processes will supersede existing related "formal" and "informal" processes for immediate implementation.

STANDARD PROCESS

Number/Title: **A001/Administrative Handbook of Standard Processes (continued)**

C. SPs will be prepared for publication in the *Handbook* in accordance with SP A002/ Preparation of Standard Processes.

D. Distribution of the *Handbook* will be made in accordance with the approved distribution list. Each recipient will be responsible for distribution within his or her respective area, as needed.

E. A glossary is included to provide a quick reference in defining abbreviations used throughout the *Handbook* (Attachment 1, "Glossary").

VI. Attachments

Attachment 1, Glossary

VII. Records

(N/A)

ABCC	Advanced Biomedical Computing Center
ALS	Acquisition and Logistical Services
A/V	Audio/visual
AWD	Area wage determination
BDP	Biopharmaceutical Development Program
C&A	Contracts and Administration
CCR	Center for Clinical Research
CE	Capital equipment
CFR	Code of Federal Regulations
CMRP	Clinical Monitoring Research Program
COA	Contracting officer approval
CV	Curriculum vitae
CY	Contract year
DCA	Director, Contracts and Administration
E-mail	Electronic mail
EHS	Environment, Health, and Safety
EM	Equipment maintenance
FAR	Federal Acquisitions Regulation
FAS	Financial and Administrative Systems
FLSA	Fair Labor Standards Act
FME	Facilities Maintenance and Engineering
FMLA	Family Medical Leave Act
FTR	Federal Travel Regulations
FY	Fiscal year
GCP	Good Clinical Practices
GMP	Good Manufacturing Practices
HR	Human Resources
IMPAC	International Merchant's Purchase Authorization Card
IRS	Internal Revenue Service
ITIN	Individual taxpayer identification number
ITS	Information Technology Services
LAN	Local Area Network
LASP	Laboratory Animal Sciences Program
LMT	Laboratory of Molecular Technology
M&S	Materials and supplies
MSR	Maintenance service request
NNMC	National Naval Medical Center

OHS	Occupational Health Services
OSHA	Occupational Safety and Health Administration
OTS	Operations and Technical Support
P&P	Policy and Procedure
PC	Process coordinator
PCA	Prime contract administrator
PDA	Personal digital assistant
PI	Principal investigator
POC	Point of contact
POV	Privately owned vehicle
PR	Personnel requisition
RCHSPP	Regulatory Compliance and Human Subject Protection Program
RM	Records management
RPP	Respiratory Protection Program
RSO	Radiation safety officer
RTP	Research Technology Program
SCA	Service Contract Act
SOW	Statement of Work
SP	Standard process
SPGM	Scientific Publications, Graphics & Media
SSN	Social security number
VCMP	Vaccine Clinical Materials Program
VTC	Video teleconferencing
WORM	Work Order Review Meeting

STANDARD PROCESS

Section A: Contracts and Administration (C&A)
Number/Title: **A002/Preparation of Standard Processes**
Date Issued: November 2003
Revision:
SP Contact: Project Coordinator, Project Coordination Dept., FAS, 301-846-5667

I. Purpose

This Standard Process (SP) establishes the format, process, and assignment of responsibility for the creation, revision, and control of SPs for SAIC-Frederick, Inc. SPs define the responsibilities and methodology for planning, organizing, performing, reporting, and controlling activities in a consistent, timely, and exemplary manner, in accordance with identified requirements.

II. References

(NONE)

III. Definitions

Administrative Handbook Committee (AH Committee): A six-member committee from Contracts and Administration that is appointed by the DCA and is responsible for reviewing new and revised SPs

Director, Contracts and Administration (DCA): DCA, SAIC-Frederick, Inc., or designee.

OTS: Operations and Technical Support

Point of Contact (POC): The individual within a directorate/department who is responsible for preparing and coordinating SPs for the organization

Principal Investigator (PI): PI, OTS Contract, SAIC-Frederick, Inc., or designee

Process Coordinator (PC): The individual, appointed by the DCA, who is responsible for the overall coordination of the *Handbook*, including coordinating the preparation, publishing, and distribution of SPs, and maintaining an up-to-date distribution list

Responsible Directorate/Department: The directorate/department responsible for initiating and maintaining each specific SP for the organization through a designated POC

SPGM: Scientific Publications, Graphics & Media

Standard Process (SP): Approved process for application throughout NCI-Frederick. Only the PI, DCA, or a designee may grant waivers or exceptions to an SAIC-Frederick, Inc., SP.

IV. Scope

This process applies to all SPs prepared for use with SAIC-Frederick, Inc., activities in support of the National Cancer Institute at Frederick (NCI-Frederick).

V. Processes/Guidelines

A. Step One: Developing an SP

Using the format outlined in the "Standard Process Format and Guidance" attachment, a directorate or department point of contact (POC) may initiate new or revised SPs.

STANDARD PROCESS

Number/Title: **A002/Preparation of Standard Processes (continued)**

B. Step Two: POC's responsibilities

1. Using the guidance provided in the "Standard Process Document Review Guide," Attachment 2, the POCs will review the process and solicit from their program staff comments on adequacy of the SP.
2. The responsible POC will prepare or revise SPs and forward the completed SP to the process coordinator (PC). **NOTE: POCs will review and submit SPs currently being used in support of their activities.**
3. The PC will assign an SP # and forward the completed SP to the Administrative Handbook (AH) Committee members for review.

D. Step Three: Preparation for Publication

The AH committee will forward the SP to the Manager, Scientific Publications, Graphics & Media (SPGM), to prepare the SP for publication.

E. Step Four

The PC will distribute the SPs to those on the approved distribution list or, when available, will arrange to have the SP posted to a Web site.

VI. Attachments

Attachment 1, Standard Process Format Sample and Guidance

Attachment 2, Standard Process Document Review Guide

VII. Records

SPGM maintains the up-to-date *Administrative Handbook*.

SP#-Page #

STANDARD PROCESS FORMAT SAMPLE AND GUIDANCE

Section: Major program areas are defined in the SP *Handbook*
Number/Title: **SP#/Control of Program Documents and SP Title**
Date Issued: Original issue date
Revision: Date revised
SP Contact: Title, department, phone #, e-mail address optional

I. Purpose

Clearly identifies the intent of the process. The purpose should refer to a quality system or management requirement that drives the implementation of the process.

II. References

Specifies any additional processes, policies and procedures, plans, or other items that are referred to in the body of the SP.

III. Definitions

Defines any terms specific to the application of the SP.

IV. Scope

Specifies the SAIC-Frederick, Inc., activities that the SP affects.

V. Processes/Guidelines

Defines the process to be followed to effectively meet the purpose of the SP. Each step (or group of steps) should state the responsible party and follow a logical progression. The SP should not be overly prescriptive and should simply state the process to be followed. Flow-charting the process can assist the originator in determining the best method for satisfying the requirements and document the actual process that is being implemented and so that the reader fully understands the requirements the SP is intended to fulfill.

VI. Attachments

Identifies any attached forms or flowcharts that will assist the user in implementating the SP.

VII. Records

Identifies the records to be maintained and the retention periods of those records.

Optional areas:

- Process Input Parameters: Provides listings of primary and support personnel.
- Primary Responsibility: Lists the duties of the primary personnel (by title) responsible for implementing the procedure.
- Support Responsibility: Lists the duties of the secondary personnel (by title) responsible for implementing the procedure.

- Inputs: Specifies any process-related materials that must be available in order to begin the procedure.
- Tools: Specifies any tools (i.e., software applications) that are required to perform the process.
- Entry Criteria: Specifies the events that trigger the implementation of the process.
- Data Elements: Specifies the minimum set of information required for entry into a database that is used in the implementation of the process.
- Process Output Parameters: Provides process-related information required for the implementation, completion and/or tracking of the SP.
- Reviews: Specifies any process-related reviews that are required during the implementation of the process.
- Outputs: Specifies any process-related materials that are produced during the implementation of the process.
- Exit Criteria: Specifies any process-related event(s) that must occur in order to complete the process.
- Metrics: Specifies any process-related measurements that are tracked by task personnel.

STANDARD PROCESS DOCUMENT REVIEW GUIDE

PEER/TECHNICAL REVIEW

1. Verify that the process provides adequate and logical direction and timeliness for a qualified user to accomplish the stated purpose.
2. Verify that the process adequately addresses management policies, applicable codes, regulations, and standards.
3. Verify that compliance to the procedural steps in the sequence specified will result in acceptable results.

DEPARTMENT MANAGER/ DIRECTOR REVIEW

1. Verify that peer/technical comments have been adequately resolved.
2. Verify that the purpose and scope of the process addresses management's objectives.
3. Verify that management responsibilities and procedurally required actions are appropriate and provide the necessary management checks to produce the desired results.

STANDARD PROCESS

Section A: Contracts and Administration (C&A)
Number/Title: **A003/SAIC-Frederick, Inc., Off-Site Employees**
Date Issued: November 2003
Revision:
SP Contact: Project Coordinator, Project Coordination Dept., FAS, 301-846-5667

I. Purpose

This Standard Process (SP) provides employees and their managers/supervisors with general and workplace-specific guidelines so that they can perform their work in a safe and efficient manner at all off-site locations.

II. References

NCI-Frederick *Policies and Procedures Manual*; http://web.ncifcrf.gov/campus/administrative/policies/

SAIC-Frederick, Inc., *Handbook for Off-Site Employees*

SAIC-Frederick, Inc., *Administrative Handbook of Standard Processes*

III. Definitions

EHS: Environment, Health, and Safety

HR: Human Resources

OHS: Occupational Health Services

Off-site Employee: Any class of employees who are assigned to work outside the boundaries of NCI-Frederick

Policy and Procedure (P&P): Approved policies and procedures for application throughout NCI-Frederick by all contractors. The NCI Contracting Officer must approve the P&Ps.

SCA: Service Contract Act

Standard Process (SP): Approved process for application throughout NCI-Frederick. Only the **Principal Investigator (PI)** or **Director, Contracts and Administration (DCA)**, or a designee, may grant waivers for exceptions to an SAIC-Frederick, Inc., SP.

IV. Scope

This SP applies to all SAIC-Frederick, Inc., off-site employees. Off-site employees are defined as any class of employees who are assigned to work outside the boundaries of NCI-Frederick.

V. Processes/Guidelines

A. Off-site employees are governed by the NCI-Frederick *Policies and Procedures Manual* (P&P) and SPs in effect during the off-site assignment. SAIC-Frederick, Inc., is responsible for compliance with all applicable federal, state, and local laws and regulations for its off-site employees. The P&P can be viewed at http://web.ncifcrf.gov/campus/administrative/policies/.

B. Off-site employees also are subject to policies and procedures in effect at the off-site workplace, especially those pertaining to safety, security, and occupational health.

C. All off-site employees will have an identified SAIC-Frederick, Inc., supervisor who is responsible for their assignment of work, assessment of performance and resulting pay adjustments, and working conditions. Non-exempt (Service Contract Act [SCA]) off-site employees will be assigned to an SAIC-Frederick, Inc., supervisor located at the off-site location.

D. SAIC-Frederick, Inc., supervisors are responsible for the safety of their off-site employees and for the enforcement of all safety policies and procedures, and standard processes. All off-site employees are to familiarize themselves with the emergency procedures and telephone numbers specific to the off-site facility. The supervisor for the off-site facility will fill out emergency and contact telephone numbers (*Off-Site Employee Handbook*, page 4) for the employees.

E. All occupational injuries, illnesses or exposure to hazardous materials must be reported to the SAIC-Frederick, Inc., appropriate supervisor, Environment, Health, and Safety (EHS), and to Occupational Health Services (OHS), as specified in the *Off-Site Employee Handbook*.

F. Off-site employees using radioisotopes will be authorized users under the off-site facility radiation license. Radiation safety training is required and is the responsibility of the Radiation Safety Officer for the off-site facility license.

G. Off-site employees at facilities with existing environmental compliance and waste management programs shall follow policies and procedures developed for the off-site facility. SAIC-Frederick, Inc., off-site supervisors are responsible for ensuring that their employees follow the host facility's procedures.

H. It is the policy of SAIC-Frederick, Inc., to provide and maintain a drug-free workplace for all employees, including those working at off-site locations, in compliance with the Drug-Free Workplace Act of 1988.

I. In accordance with the Department of Health and Human Services (HHS) directive, the NCI-Frederick campus is a tobacco-free workplace. Use of tobacco in any form is prohibited on the entire NCI-Frederick campus. This includes personal vehicles while on NCI-Frederick property and all government vehicles, regardless of their location.

This policy applies to all employees, Government and Contractor, visitors, subcontractors, vendors, and guests of the NCI-Frederick, and extends to all HHS-owned or leased facilities and properties external to the NCI-Frederick campus where the sole tenant(s) are HHS and/or SAIC-Frederick, Inc., employees.

J. All off-site employees are required to follow administrative procedures established for the accurate reporting of hours worked, absences, and other administrative matters consistent with NCI-Frederick policies and procedures and the statement of work for the off-site agreement or contract.

K. It is the responsibility of supervisors to ensure that all off-site employees complete the termination checkout procedures in accordance with NCI-Frederick policies and procedures and site-specific regulations upon termination of employment.

L. Questions and requests for information should be directed to the SAIC-Frederick, Inc., supervisor assigned to the off-site location, the EHS Directorate, or the Human Resources (HR) Department.

M. SAIC-Frederick, Inc., representatives will conduct reviews at least annually of all off-site locations to ensure compliance with policies and procedures, laws, and regulations required in the conduct of business at the off-site location.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain employment records; EHS, safety and environmental records; and OHS, health records. The directorate responsible for the off-site facility will maintain program-related records.

STANDARD PROCESS

Section A: Contracts and Administration (C&A)
Number/Title: **A004/NCI Contracting Officer Approval Requirements**
Date Issued: January 2005
Revision:
SP Contact: Manager, Financial Operations, FAS, 301-846-1533

I. Purpose

The Operations & Technical Support Contract (SAIC-Frederick, Inc.) requires that the request for specific items be forwarded to the NCI contracting officer for written authorization. The purpose of the two matrices is to list the contracting officer approval (COA) requirements as noted in the contract and the policies and procedures, the request mechanisms for those requirements, the contact person who coordinates the COA process, and the time frames in which the initial request or notification is required to be made to the contact person. This effort ensures that the COA process for each item is efficient and timely.

II. References

(NONE)

III. Definitions

COA: Contracting officer approval

IV. Scope

This Standard Process (SP) applies to requirements of NCI-Frederick.

V. Processes/Guidelines

The process of obtaining COA can be time-consuming, due to the number of parties involved in the approval process. Therefore, it is required that requests for the events listed on the matrices be submitted to the appropriate contact person according to the time frames referenced. **The event cannot commence until written approval has been received from the NCI Contracting Officer.** Keep in mind that if all required information is not available in the request, the COA process will be delayed; therefore, it is important that all necessary information be included in the initial request.

VI. Attachments

Attachment 1, NCI Contracting Officer Approval Requirements, as noted in the Contract

Attachment 2, NCI Contracting Officer Approval Requirements, as noted in the *Policies and Procedures Manual*

VII. Records

(N/A)

NCI Contracting Officer Approval Requirements

As Noted in the Contract

The Operations & Technical Support Contract (SAIC-Frederick, Inc.) requires that the request for the items below be forwarded to the NCI Contracting Officer for written authorization. The process of obtaining Contracting Officer Approval (COA) can be time-consuming due to the number of parties involved in the approval process. Therefore, requests for the events below must be submitted to the appropriate contact person according to the time frames referenced. The event can not commence until written approval has been received from the NCI Contracting Officer. Keep in mind that if all required information is not available in the request, the COA process will be delayed; therefore, all necessary information must be included in the initial request.

	Contact Person Who Coordinates COA Process	Request Mechanism	Time Frame Initial Request or Notification Is Required to Be Made to Contact Person
Purchase or lease of real property	Tim Tewalt, Team Lead, Construction Contracts Chad Hildebrand, Manager, Construction Contracts	Purchase Request	An Acquisition team develops time frames for each acquisition by considering the complexity and dollar amount of the acquisition. The one constant time frame is the COA process of 2 weeks.
Subcontract requirements (renovation, alteration, construction)	Chad Hildebrand, Manager, Construction Contracts	Purchase Request	An Acquisition team develops time frames for each acquisition by considering the complexity and dollar amount of the acquisition. The one constant time frame is the COA process of 2 weeks.
Maintenance service requests greater than $50,000	Sue Keilholtz, FME	Maintenance Service Request Form	An Acquisition team develops time frames for each acquisition by considering the complexity and dollar amount of the acquisition. The one constant time frame is the COA process of 2 weeks.
Consultant agreements/ advisory and assistance services	Donna M. Follin, Manager, Purchasing Department Cindy Farling, Acquisition Support Supervisor	Consultant/Advisory and Assistance Services Request Form	Procurement processing time: 1 to 2 weeks COA processing time: 2 weeks
Recruitment actions to fill new positions	Jill Sugden, Director, Human Resources	Justification memo signed by Directorate Head and personnel requisition sent to Jill Sugden	4 weeks prior to start date
Position Upgrades	Jill Sugden, Director, Human Resources	Justification memo signed by Directorate Head and sent to Jill Sugden	4 weeks prior to when upgrade is to take effect
Guest researchers	Jill Sugden, Director, Human Resources	Request Memo, Curriculum Vitae, Guest Researcher Agreement, Guest Researcher Addendum	4 weeks prior to arrival of guest researcher
Domestic travel	Kristen Scotto, Travel Department	Travel Package	At least 4 weeks prior to travel departure date and/or prior to deadline requirements (i.e., registration)
Foreign travel	Allison Eyler, Travel Department	Travel Package	At least 8 weeks prior to travel departure date and/or prior to deadline requirements (i.e., registration)

NCI Contracting Officer Approval Requirements

As Noted in the Contract

The Operations & Technical Support Contract (SAIC-Frederick, Inc.) requires that the request for the items below be forwarded to the NCI Contracting Officer for written authorization. The process of obtaining Contracting Officer Approval (COA) can be time-consuming due to the number of parties involved in the approval process. Therefore, requests for the events below must be submitted to the appropriate contact person according to the time frames referenced. The event can not commence until written approval has been received from the NCI Contracting Officer. Keep in mind that if all required information is not available in the request, the COA process will be delayed; therefore, all necessary information must be included in the initial request.

	Contact Person Who Coordinates COA Process	Request Mechanism	Time Frame Initial Request or Notification Is Required to Be Made to Contact Person
Training where costs exceed $250 per person	Kristen Scotto, Travel Department (Employee Travel)	Travel Package	At least 4 weeks prior to travel departure date and/or prior to deadline requirements (i.e., registration)
	Donna M. Follin, Manager, Purchasing Department Cindy Farling, Acquisition Support Supervisor (Vendor involvement)	Purchase Request	Procurement processing time: 1 day to 4 weeks COA processing time: 2 weeks
Symposia, seminars, and conferences	Manager, Conference Center	Request for Conference Form	At least 4 weeks prior to finalization of any arrangements
Awards to Contractors or parent organization or other NCI-Frederick contractors	Appropriate ALS Department Manager	Purchase Request	Procurement processing time: 1 day to months, depending on scope of work COA processing time: 2 weeks to months
Foreign and legal services subcontracts	Appropriate ALS Department Manager	Purchase Request	Procurement processing time: 1 week to 1 month COA processing time: 2 weeks
Media Contact - COA required for all press releases or other dealings with the press	Prime Contract Administrator	Justification Memo	3 weeks prior to media contact

****Note: Any questions regarding the request mechanism or timeframes should be addressed with the contact person referenced.**

NCI Contracting Officer Approval Requirements

As Noted in the Policies and Procedures

The Operations & Technical Support Contract (SAIC-Frederick, Inc.) requires that the request for the items below be forwarded to the NCI Contracting Officer for written authorization. The process of obtaining Contracting Officer Approval (COA) can be time-consuming due to the number of parties involved in the approval process. Therefore, requests for the events below must be submitted to the appropriate contact person according to the time frames referenced. **The event can not commence until written approval has been received from the NCI Contracting Officer.** Keep in mind that if all required information is not available in the request, the COA process will be delayed; therefore, all necessary information must be included in the initial request.

	COA Requirement	Contact Person Who Coordinates COA Process	Request Mechanism	Time Frame Initial Request or Notification Is Required to Be Made to Contact Person
Visitors to NCI-Frederick facilities and laboratories (P&P 309)	COA required for visitors which include scientists, educators or recognized public interest groups	Dr. Larry O. Arthur Office of the Principal Investigator	Report of Visitor(s) Form	4 weeks prior to visit
Contractor telecommuting (P&P 313)	COA required for Telecommuting Agreements	Dr. Larry O. Arthur Office of the Principal Investigator	Telecommuting Agreement	4 weeks prior to when telecommuting is to begin
Property accountability system (P&P 405)	COA required for requests to dispose of or retain excess property	Steve Koogle, Supervisor, Property Accountability Department	Property Transfer/Turn-In Form	3 weeks prior to retaining or disposing of excess property
Loan of government-owned property (P&P 602.2)	COA required when gov't-owned property is to be loaned and removed from the facility	Steve Koogle, Supervisor, Property Accountability Department	Less than 30 days: Property Pass Document Greater than 30 days: NCI-Frederick Temporary Loan Document	3 weeks prior to when item will be removed from the facility
Parking (P&P 651)	Request for reserved parking spaces must be authorized by Chief, Management Operations Support Branch (MOSB), OD	Tom Gannon-Miller, Manager, Protective Services	Justification Memo	3 weeks prior to when parking space is required
Manuscript/ abstract approval	NCI Project Officer approval required for ALL manuscripts and abstracts prior to submittal	Program Director	Manuscript/Abstract Approval Form	3 weeks prior to manuscript/abstract submittal due date

****Note: Any questions regarding the request mechanism or time frames should be addressed to the contact person referenced.**

Section B: Financial and Administrative Systems (FAS)

STANDARD PROCESS

Section B: Financial and Administrative Systems (FAS)/General Accounting
Number/Title: **B101/NCI-Frederick Payment of Nonemployees**
Date Issued: December 2002
Revision:
SP Contact: Policy Administrator, FAS, 301-846-5198

I. Purpose

The Internal Revenue Service (IRS) enacted several changes affecting the types of payments that can be made to foreign national visitors and the related taxability of these payments. Consequently, specific information must be collected about visiting guest researchers, seminar speakers, and consultants in order to remain compliant with the IRS requirements. Information must be collected from foreign national visitors so that payments made to individuals can be properly taxed and the withheld tax can be reported to the IRS.

II. References

Forms can be accessed at: http://candaweb.ncifcrf.gov/bpdocs/. Click on "Payment of Nonemployee Forms" at the bottom of the screen.

U.S. Citizen/Resident Aliens/Green Card Holders (http://candaweb.ncifcrf.gov/NEFORMS/default.htm)

W-9 Form, Request for Taxpayer Identification Number and Certification

Non–U.S. Citizen Reimbursement of Expenses Only (http://candaweb.ncifcrf.gov/NEFORMS/default.htm)

Cover Memo Template to Non–U.S. Citizen Reimbursement of Expenses Only

Foreign National Information Form (FNIF)

W-8 BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding

Non–U.S. Citizen Forms for Fee Only or Fee and Reimbursement of Expenses (http://candaweb.ncifcrf.gov/NEFORMS/default.htm)

Cover Memo Template to Non–U.S. Citizen (Fee Only or Fee and Reimbursement of Expenses)

Foreign National Information Form (FNIF)

W-7 Form, Application for IRS Individual Taxpayer Identification Number

III. Definitions

FAS: Financial and Administrative Systems

IRS: Internal Revenue Service

ITIN: Individual taxpayer identification number

Nonemployee: Visitors to NCI-Frederick, including guest researchers, seminar speakers, and consultants

Policy administrator: Individual assigned to administer the program to provide payment to nonemployees for services performed at NCI-Frederick

SP: Standard Process

SSN: Social security number

IV. Scope

This Standard Process (SP) applies to all nonemployee visitors to NCI-Frederick, including guest researchers, seminar speakers, and consultants.

V. Processes/Guidelines

The following processes must be completed when an honorarium (or other fee) or reimbursement of expenses is made to a seminar speaker, guest researcher, or consultant for effort performed on U.S. soil. If direct payment is not being made to an individual, the following requirements are not necessary. For instance, if we are paying expenses for airfare and hotel directly to the vendors on behalf of an individual, the following processes are not required.

Forms can be accessed at http://candaweb.ncifcrf.gov/bpdocs/

A. Determine whether the nonemployee is a U.S. citizen (or has a green card) or a non–U.S. citizen. This will help the policy administrator determine the type of form required.

B. If the individual is a U.S. citizen or green card-holder, complete the W-9 form and forward it to the policy administrator. No other forms are required.

C. Non–U.S. Citizens

1. **Step One:** Determine the type of payment the individual will receive (i.e., reimbursement of expenses, honorarium, or other fee).
2. **Step Two:** Prepare the “Foreign National Information Form” (http://candaweb.ncifcrf.gov/NEFORMS/FNIF.pdf).
    a. Complete the top box of the “Foreign National Information Form.”
    b. Check the appropriate purpose (i.e., seminar speaker, consultant, guest researcher, or other).
    c. Estimate the amount of the fee and/or expenses to be incurred.
    d. Provide dates of the visit.
    e. Provide the program area contact information.
3. **Step Three:** Forward the “Foreign National Information Form” (four pages) to the individual for completion.
    a. The non–U.S. citizen must answer all 19 questions.

b. The non–U.S. citizen must provide copies of the required documents listed on page 3 of the form.

c. The non–U.S. citizen must sign at the bottom of the form.

D. Paying an Honorarium or Other Fee

1. **Step One:** If a fee (honorarium or consultant) is to be paid, forward a W-7 form to the individual if he/she does not have a social security number (SSN) or an individual taxpayer identification number (ITIN).
2. **Step Two:** The individual must send the completed W-7 directly to the IRS.
   Note: If the individual has an SSN or ITIN, the W-7 is not required.

E. Submitting Information to the Policy Administrator

1. **Step One:** Forward the "Foreign National Information Form" and all other applicable documents to the policy administrator (all forms must be legible).
2. **Step Two:** If a W-9 or W-8BEN form is required, the policy administrator will notify a representative in the program area.
3. **Step Three:** The program area representative will coordinate with the individual to complete the form and will then forward the completed form to the policy administrator.

F. The policy administrator determines tax liability.

G. Payment will be processed.

H. Points of Emphasis

1. Please remember to complete the top portion of the "Foreign National Information Form" with your name and your extension, along with the types and amounts of payments to be made to the individual.
2. Most communication with the guest researcher, seminar speaker, or consultant will be done via fax. All documents provided to the policy administrator must be legible. Be certain to ask for the original signed documents and send them to the policy administrator. Copies can be provided initially to begin the process; however, the original documents are required for audit purposes.
3. Please use the following Web site to access all forms and additional information on this SP: http://candaweb.ncifcrf.gov/bpdocs/. Click on "Payment of Nonemployee Forms" at the bottom of the screen.
4. Please use the above-referenced Web site to access cover memo templates and instructions for initially providing the forms to foreign individuals. There is one set of instructions for individuals who will receive a reimbursement of expenses only and one set of instructions for individuals who will receive a fee only or a fee and reimbursement of expenses.

I. Responsibilities

1. Program Area

a. Determines whether or not the guest researcher, seminar speaker, or consultant is a U.S. citizen (or has a green card) or a non–U.S. citizen.

b. Determines the kind of payment the individual will receive (i.e., reimbursement of expenses, honorarium, or other fee).

c. Based on the above, provides the appropriate form(s) to the individual for completion.

d. Provides the completed form(s) to the policy administrator.

2. Policy Administrator

a. Analyzes the completed forms provided by the program area representative.

b. Communicates with the program area point of contact if further paperwork is required.

c. Responds to questions raised by the program area point of contact.

d. Coordinates with the Accounting Department for the appropriate taxation of the guest researcher, seminar speaker, or consultant.

e. Reports withheld taxes to the IRS.

VI. Attachments

(NONE)

VII. Records

The policy administrator, General Accounting Department, and Financial and Administrative Systems (FAS) will maintain all records.

STANDARD PROCESS

Section B: Financial and Administrative Systems (FAS)/Budget/Cost Management
Number/Title: **B201/Cost Estimate Procedures**
Date Issued: November 2002
Revision:
SP Contact: Manager, Office of Budget/Cost Mgmt., FAS, 301-846-1119

I. Purpose

The Cost Estimate Standard Process (SP) provides guidelines for preparing cost estimates for such requests as yellow tasks and core service support. These guidelines are provided to make the preparation and review of cost estimates standardized and more efficient.

II. References

Procedures and an electronic version of the Cost Estimate Worksheet can be found at http://candaweb.ncifcrf.gov/bpdocs/.

III. Definitions

FAS: Financial and Administrative Systems

OTS: Operations and Technical Support

SP: Standard Process

IV. Scope

This SP applies to SAIC-Frederick, Inc. Other contractors may have a different format for preparing cost estimates.

V. Processes/Guidelines

A. Direct Labor

1. Positions should be based on 1,832 hours for a full year. Budget open positions within the month the position is expected to be filled. Use the following guideline:

Expected Month Hired	Hours Remaining
October	1,832
November	1,682
December	1,554
January	1,402
February	1,280
March	1,098
April	904
May	752
June	601
July	428
August	300
September	158

2. If the salary levels of the positions are not known, the midpoint salary level should be used.
3. For confidentiality purposes, the labor rate cannot be indicated on the final document for distribution. Therefore, the electronic version of the Excel cost estimate template provides a labor worksheet to the right of the cost estimate document to aid in the actual calculations to be generated based on the labor hours and rate. The labor worksheet is linked to allow the transfer of the total labor calculation to the cost estimate document for distribution.
4. If the cost estimate expands over several years, a standard inflationary factor of 4% should be used when calculating labor.
5. Fringe benefits should be calculated at 40% of direct labor.

B. Materials and Supplies/Other Direct Costs/Shared Services/Capital Equipment

1. These items will vary, depending on the task.
2. Please include all materials and supplies, other direct costs, shared services, and capital equipment necessary to support the requested work scope. It is important that all costs to be incurred by contractor personnel be accounted for against the work scope in order to account for the appropriate sales tax liability.
3. If the cost estimate expands over several years, and the subsequent year costs cannot be estimated by any other method, a standard inflationary factor of 2.5% should be used when calculating items other than labor.

Note: If the cost estimate expands over several years, please use a separate cost estimate sheet for each year. The electronic version of the Excel cost estimate template provides a second worksheet, which can be used for the subsequent years. In estimating the cost for subsequent years, the annualized cost for Year 1 should be increased by an inflationary factor, 4% for labor and 2.5% for items other than labor.

VI. Attachments

(NONE)

VII. Records

The Financial and Administrative Systems (FAS) Budget/Cost Management department will maintain all records.

STANDARD PROCESS

Section B: Financial and Administrative Systems (FAS)/Payroll
Number/Title: **B301/Guidelines for Completing Time Cards**
Date Issued: November 2003
Revision:
SP Contact: Manager, Payroll, FAS, 301-846-1518

I. Purpose

Labor-related expenses account for more than 50% of all the costs incurred under SAIC-Frederick, Inc.'s contract with the NCI. Furthermore, all of these expenses are paid using public funds. Each time an individual signs a time card, he/she is attesting to the accuracy and completeness of the labor charges reported on it. Inaccuracies in the reporting of labor costs may, under certain circumstances, be deemed a violation of federal law that could subject an individual and SAIC-Frederick, Inc., to criminal and civil penalties. Time card falsification is grounds for immediate termination of employment. For these reasons, it is very important that individuals are familiar with, and adhere to, the policies and procedures, which govern the reporting of labor hours under the contract.

II. References

Policy and Procedure No. 312, "Overtime Compensation"

Fair Labor Standards Act

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

These Standard Process (SP) guidelines apply to all SAIC-Frederick, Inc., employees.

V. Processes/Guidelines

A. Filling Out a Time Card

1. All employees must fill out a time card for each biweekly pay period. You, your designated timekeeper, or your supervisor may record labor charges on the time card.
2. Time cards must be completed using ink. Correction tape, liquid "white-out," or erasures may not be used on time cards. If an error is made, a line should be drawn through the error. The correct information should be written to the side or above the error, and initialed by the employee and his/her supervisor.
3. When recording hours to a leave account (vacation, sick, etc.), please use the correct center number.
4. Adjustments for hours previously reported on a time card can be made on the current time card by referring to the date of the correction or by submitting a time card adjustment form to the Payroll Department.

a. Exempt Employees

(1) Exempt employees should record on the front of the time card all labor charges up to, but not in excess of, 80 hours per biweekly pay period, except as provided in *Policy and Procedure* No. 312, "Overtime Compensation."

(2) Employees who wish to record their total hours worked, may do so on the back of the time card.

Please note: NCI policy does not permit exempt employees to report more than 80 hours per biweekly pay period in the payroll and labor distribution system.

b. Non-Exempt Employees

Non-exempt (SCA) employees must record all labor charges for each week. The Fair Labor Standards Act does not permit non-exempt employees to "trade off" hours between workweeks.

B. Leave of Absence

1. Employees must notify the Human Resources (HR) Department of any medical-related absences that exceed three consecutive days. The HR Department will complete time cards for employees receiving short-term disability benefits.
2. When an employee returns from a leave of absence, he/she is required to report to the HR Department, in order to obtain a time card and be reactivated into the payroll system.

C. Signing the Time Card

1. After the hours for the biweekly pay period have been recorded, the employee and his/her supervisor must each sign the time card, thereby indicating that the information is complete and accurate to the best of both parties' knowledge. Neither the employee nor his/her supervisor may sign the time card prior to filling in the labor hours charged for the week. Signing a blank or incomplete time card may result in disciplinary action.
2. If an employee is not available to sign his/her time card, the employee's supervisor may complete the time card and approve it, leaving the employee's signature line blank. The completed time card will be forwarded to the Payroll Department with the reason for the absence indicated on the front of the time card. The timekeeper will retain a photocopy of the completed time card for the employee to sign upon returning to work and will forward it to the Payroll Department.

D. Importance of Accurate Reporting

1. Falsification of a time card is a serious offense, which may result in criminal and civil penalties for you and SAIC-Frederick, Inc., and termination of your employment. If you have any questions about how to properly complete your time card, you should contact your supervisor, the Human Resources Department, extension 1146, or the Payroll Department, extension 1139 or 1518.
2. If you are instructed to report labor hours that are not accurate, it is your responsibility to contact the Payroll Department; the Human Resources Department; Dr. Larry O. Arthur, the Department President, SAIC-Frederick, Inc.; or the SAIC hotline at 800-435-4234.

VI. Attachments

Attachment 1, Quick Reference Guide to NCI-Frederick Policies and Procedures for Non-Exempt (SCA) Employees

Attachment 2, Quick Reference Guide to NCI-Frederick Policies and Procedures for Exempt Employees

VII. Records

The Payroll Department and HR Department will maintain all time card and payroll records.

QUICK REFERENCE GUIDE TO NCI-FREDERICK POLICIES AND PROCEDURES FOR NON-EXEMPT (SCA) EMPLOYEES

ALTERNATIVE WORK SCHEDULES — *POLICY AND PROCEDURE* NO. 320

Purpose

This policy permits employees to have a work schedule other than the traditional eight hours a day, five days a week.

Full-time employees must account for two 40.0-hour workweeks within the biweekly pay period.

Accountability of Hours Worked

Hours must be recorded for the day on which the hours are actually worked.

Authorization to Use an Alternative Work Schedule

Supervisory approval is required prior to working an occasional alternative work schedule. Requests for fixed alternative work schedules are forwarded through the Program Director to the Human Resources Department for approval.

BEREAVEMENT (CENTER 00000109) — *POLICY AND PROCEDURE* NO. 317

Purpose

This policy provides paid leave in the event of the death of an immediate family member.

Full- and Part-time Employees

The number of days (maximum of five) allowed will be determined by the supervisor or the Human Resources Department.

Temporary Employees

No provision.

NCI-FREDERICK CLOSINGS — *POLICY AND PROCEDURE* NO. 332

Purpose

This policy describes the reporting of labor hours during a period when NCI-Frederick is closed due to adverse weather or other reasons. These periods are treated as administrative leave. Employees who are scheduled to work during these periods are entitled to administrative leave.

Administrative leave is recorded as direct hours on the time card (the center number to which the employee usually charges).

If NCI-Frederick is closed all day, an employee who is scheduled to work is paid administrative leave for the number of hours he/she is scheduled to work.

Employees who are on pre-scheduled leave remain in such status and do not receive administrative leave for NCI-Frederick closings, delays, or early closings.

If an employee does not report to work due to the weather on a day NCI-Frederick has a delayed opening, the entire day is charged to vacation leave or leave without pay. Only employees who report to work are eligible for administrative leave.

Employees Required to Work During an NCI-Frederick Closing

Only essential non-exempt employees who are required to work during an administrative leave period will receive premium pay for hours worked. The premium pay rate is equal to twice the employee's normal rate of pay, and consists of administrative leave, plus straight time pay for all hours worked during the period NCI-Frederick is officially closed.

FORMAL WORK BREAKS

Formal work breaks at prescheduled times are not allowed under SAIC-Frederick, Inc.'s contract with the NCI (with the exception of SCA employees who work in Facilities Maintenance and Engineering). Employees may take informal rest periods to attend to personal needs. Rest periods should not interrupt the productivity of the department and cannot be taken to extend lunch periods or shorten the workday.

HOLIDAYS (CENTER 00000103) — *POLICY AND PROCEDURE* NO. 314

Purpose

To provide employees with paid time off to observe the 10 scheduled holidays per year.

Full-time Employees

Employees will receive a maximum of 8.0 hours of holiday pay for each holiday, provided they are in a paid status the week of the holiday. (Holiday hours are preprinted on the time card.)

Part-time Employees

Employees will receive holiday pay proportionate to their regularly scheduled work week, provided they are in a paid status the week of the holiday. (Holiday hours are preprinted on the time card.)

Temporary Employees

Temporary employees will receive holiday pay proportionate to the amount of paid time in the week prior to the holiday, provided they are in a paid status the week of the holiday. These employees will automatically be paid for a holiday the pay period following the holiday.

JURY DUTY (CENTER 00000106) — *POLICY AND PROCEDURE* NO. 317

Purpose

This policy provides paid leave during a period when an employee is required to serve on a jury.

Full- and Part-time Employees

A maximum of 30 days may be charged per two-year period. Vouchers for jury duty must be sent to the Human Resources Department.

Temporary Employees

No provision.

LEAVE WITHOUT PAY (CENTER 00000117) — *POLICY AND PROCEDURE* NO. 318

Purpose

This policy provides guidance on how to record leave hours when all authorized leave is exhausted or for disciplinary action.

Non-exempt Employees (SCA-covered employees)

Full- and part-time employees may charge “Leave without Pay” after all authorized leave is exhausted or for disciplinary action.

Temporary Employees

No provision.

LUNCH BREAKS

Employees must deduct a minimum of 30 minutes each day for lunch. Generally, no more than one hour is approved for lunch. During the lunch period, employees must be completely relieved from duty. Scheduling of employee work hours is at the discretion of the supervisor and should support the mission of the department. In all cases, however, lunch breaks are unpaid and are to be deducted from the total hours an employee spends at work each day. Lunch breaks cannot be taken at the start or end of the workday (with the exception of certain barrier facilities).

MILITARY LEAVE (CENTER 00000107) — *POLICY AND PROCEDURE* NO. 317

Purpose

This policy provides paid leave during a period of military service.

Full- and Part-time Employees

A maximum of two weeks (10 days) per calendar year is allowed. Military orders <u>must</u> be sent to the Human Resources Department prior to taking the leave.

Temporary Employees

No provision.

OVERTIME — *POLICY AND PROCEDURE* NO. 312

Purpose

This policy provides guidance in the reporting and payment of labor hours eligible for overtime premium pay.

Regular Workweek

Full-, part-time and temporary employees will be compensated at a rate of one and one-half times their hourly rate for actual hours worked in excess of 40.0 within the workweek. Sick, vacation, other paid leave, and leave without pay do not count as hours worked.

Workweeks That Include a Holiday

For purposes of determining eligibility for overtime compensation during a week that includes a holiday, “Actual Hours Worked” is defined as the total direct labor hours plus holiday leave hours charged during the week.

REPORTING TO WORK

Employees are expected to report to work at their scheduled start time and should take into consideration possible delays when entering Fort Detrick. Employees who are unable to report to work on time due to delays at the gate must charge vacation; leave without pay; or, with their supervisor’s approval, they may make up the time.

SICK LEAVE (CENTER 00000102) — *POLICY AND PROCEDURE* NO. 316

Purpose

This policy provides employees with paid leave which may be used for medical reasons.

All Employees

Sick leave is granted to all employees and may not be taken in excess of their accrual balance without pre-approval of the Human Resources Department. Employees have the option of using vacation accruals when their sick leave is exhausted. Sick leave may be used for absence due to illness, injury, or disability of the employee or a member of the employee's immediate family, and for adoption purposes.

VACATION LEAVE (CENTER 00000101) — *POLICY AND PROCEDURE* NO. 315A

Purpose

This policy provides employees with paid leave which may be used for rest and diversion from the regular work routine or personal reasons. All vacation leave must be pre-approved by the employee's supervisor.

Non-exempt Employees (SCA-covered Employees) — *Policy and Procedure* No. 315A

Full- and part-time employees must complete their new hire introductory period before vacation leave may be used.

Temporary Employees

Temporary employees receive vacation pay, proportionate to the hours paid, after the completion of one year of continuous service.

VACATION ACCRUALS

Maximum vacation accruals, which may be carried forward: Previous year accrual at anniversary date

Full-time Employees:

Years of Service	Hours Earned per Year	Days Earned per Year
3 years or less	4 hours/pay period	13 (104 hours/year)
4th year through end of 15th year	6.16 hours/pay period	20 (160 hours/year)
16th year and thereafter	8 hours/pay period	26 (208 hours/year)

Part-time Employees

Part-time employees will receive 50% of the full-time accrual. On the employee's anniversary date, a calculation will be made to determine if the part-time employee is entitled to additional vacation, based on the hours paid during the prior anniversary year. Vacation hours will automatically be added to the vacation balance of those employees who are entitled to additional accruals.

Temporary Employees

On the employee's anniversary date, a calculation will be made to determine the amount of vacation to which he or she is entitled, based on hours paid during the previous anniversary year. This amount will be paid to the employee the pay period after his or her anniversary date.

WORKWEEK

The normal workweek is from 12:01 a.m. Saturday through midnight the following Friday. This period is used as the basis for determining the hours worked during a week.

WORKERS' COMPENSATION — PAID (CENTER 00000105) *POLICY AND PROCEDURE* NO. 609

Purpose

This policy provides employees compensation during the period they are unable to work due to a job-related injury. All work-related injuries must be evaluated by OHS before Workers' Compensation hours are charged on the time card.

In the event an employee has a work-related injury, the day of the injury is charged to the employee's direct center number. If the injury requires additional time off, up to three days should be charged to Paid Workers' Compensation (00000105).

WORKERS' COMPENSATION — NON-PAID (CENTER 00000115) *POLICY AND PROCEDURE* NO. 609

If the injury requires the employee to be absent from work for more than three days, the additional time should be charged to Non-paid Workers' Compensation (00000115). Employees will receive payment directly from the insurance carrier.

QUICK REFERENCE GUIDE TO NCI-FREDERICK POLICIES AND PROCEDURES FOR EXEMPT EMPLOYEES

ALTERNATIVE WORK SCHEDULES — *POLICY AND PROCEDURE* NO. 320

Purpose

This policy permits employees to have a work schedule other than the traditional eight hours a day, five days a week.

Accountability of Hours Worked

Full-time employees must account for 80.0 hours within a two-week pay period. Hours must be recorded for the day on which the hours are actually worked.

Authorization to Use an Alternative Work Schedule

Supervisory approval is required prior to working an occasional alternative work schedule. Requests for fixed alternative work schedules are forwarded through the Program Director to the Human Resources Department for approval.

BEREAVEMENT (CENTER 00000109) — *POLICY AND PROCEDURE* NO. 317

Purpose

This policy provides paid leave in the event of the death of an immediate family member.

Full- and Part-time Employees

The number of days (maximum of five) allowed will be determined by the supervisor or the Human Resources Department.

Temporary Employees

No provision.

NCI-FREDERICK CLOSINGS — *POLICY AND PROCEDURE* NO. 332

Purpose

This policy describes the reporting of labor hours during a period when the NCI-Frederick is closed due to adverse weather or other reasons. These periods are treated as administrative leave. Employees who are scheduled to work during these periods are entitled to administrative leave.

Administrative leave is recorded as direct hours on the time card (the center number to which the employee usually charges).

If NCI-Frederick is closed all day, an employee who is scheduled to work is paid administrative leave for the number of hours he/she is scheduled to work.

Employees who are on pre-scheduled leave remain in such status and do not receive administrative leave for NCI-Frederick closings, delays, or early closings.

If an employee does not report to work due to the weather on a day NCI-Frederick has a delayed opening, the entire day is charged to vacation leave or leave without pay. Only employees who report to work are eligible for administrative leave.

FORMAL WORK BREAKS

Formal work breaks at prescheduled times are not allowed under SAIC-Frederick, Inc.'s contract with the NCI (with the exception of SCA employees who work in Facilities Maintenance and Engineering). Employees may take informal rest periods to attend to personal needs. Rest periods should not interrupt the productivity of the department and cannot be taken to extend lunch periods or shorten the workday.

HOLIDAYS (CENTER 00000103) — *POLICY AND PROCEDURE* NO. 314

Purpose

This policy provides employees with paid time off to observe the 10 scheduled holidays per year.

Full-time Employees

Employees will receive a maximum of 8.0 hours of holiday pay for each holiday, provided they are in a paid status the week of the holiday. (Holiday hours are preprinted on the time card.)

Part-time Employees

Employees will receive holiday pay proportionate to their regularly scheduled work week, provided they are in a paid status the week of the holiday. (Holiday hours are preprinted on the time card.)

Temporary Employees

Employees will receive holiday pay proportionate to the amount of paid time in the week prior to the holiday, provided they are in a paid status the week of the holiday. These employees will automatically be paid for a holiday the pay period following the holiday.

JURY DUTY (CENTER 00000106) — *POLICY AND PROCEDURE* NO. 317

Purpose

This policy provides paid leave during a period when an employee is required to serve on a jury.

Full- and Part-time Employees

A maximum of 30 days may be charged per two-year period. Vouchers for jury duty must be sent to the Human Resources Department.

Temporary Employees

No provision.

LEAVE WITHOUT PAY (CENTER 00000117) — *POLICY AND PROCEDURE* NO. 318

Purpose

This policy provides guidance to record leave hours when all authorized leave is exhausted or for disciplinary action.

Full- and part-time employees may charge "Leave without Pay" after all authorized leave is exhausted. **"Leave without Pay" may only be charged in full-day increments.**

Temporary Employees

No provision.

LUNCH BREAKS

Employees must deduct a minimum of 30 minutes each day for lunch. Generally, no more than one hour is approved for lunch. Scheduling of employee work hours is at the discretion of the supervisor and should support the mission of the department. In all cases, however, lunch breaks are unpaid and are to be deducted from the total hours an employee spends at work each day. Lunch breaks cannot be taken at the start or end of the workday (with the exception of certain barrier facilities).

MILITARY LEAVE (CENTER 00000107) — *POLICY AND PROCEDURE* NO. 317

Purpose

This policy provides paid leave during a period of military service.

Full- and Part-time Employees

A maximum of two weeks (10 days) per calendar year is allowed. Military orders must be sent to the Human Resources Department prior to the leave.

Temporary Employees

No provision.

REPORTING TO WORK

Employees are expected to report to work at their scheduled start time and should take into consideration possible delays when entering Fort Detrick. Employees who are unable to report to work on time due to delays at the gate must charge vacation or make up the time.

SICK LEAVE (CENTER 00000102) — *POLICY AND PROCEDURE* NO. 316

Purpose

This policy provides employees with paid leave that may be used for medical reasons.

All Employees

Sick leave is granted to all employees and may not be taken in excess of their accrual balance without pre-approval of the Human Resources Department. Employees have the option of using vacation accruals when their sick leave is exhausted. Sick leave may be used for absence due to illness, injury, or disability of the employee or a member of the employee’s immediate family, and for adoption purposes.

VACATION LEAVE (CENTER 00000101) — *POLICY AND PROCEDURE* NO. 315

Purpose

This policy provides employees with paid leave which may be used for rest and diversion from the regular work routine or personal reasons. All vacation leave must be pre-approved by the employee’s supervisor.

Exempt Employees (Salaried Employees) — *Policy and Procedure* No. 315

Full- and part-time employees must complete their new hire introductory period before vacation leave may be used.

Temporary Employees

No provision.

VACATION ACCRUALS

Maximum vacation accruals, which may be carried forward: 240 hours at calendar year end

Full-time Employees:

Years of Service	Hours Earned per Year	Days Earned per Year
3 years or less	4 hours/pay period	13 (104 hours/year)
4th year through end of 15th year	6.16 hours/pay period	20 (160 hours/year)
16th year and thereafter	8 hours/pay period	26 (208 hours/year)

Part-time Employees

Part-time employees will receive 50% of the full-time accrual. On the employee's anniversary date, a calculation will be made to determine if the part-time employee is entitled to additional vacation, based on the hours paid during the prior anniversary year. Vacation hours will automatically be added to the vacation balance of those employees who are entitled to additional accruals.

Temporary Employees

No provision.

WORKWEEK

The normal workweek is from 12:01 a.m. Saturday through midnight the following Friday.

WORKERS' COMPENSATION — PAID (CENTER 00000105) *POLICY AND PROCEDURE NO. 609*

Purpose

This policy provides employees compensation during the period they are unable to work due to a job-related injury. All work-related injuries must be evaluated by OHS before Workers' Compensation hours are charged on the time card.

In the event an employee has a work-related injury, the day of the injury is charged to the employee's direct center number. If the injury requires additional time off, up to three days should be charged to Paid Workers' Compensation (00000105).

WORKERS' COMPENSATION — NON-PAID (CENTER 00000115) *POLICY AND PROCEDURE* NO. 609

If the injury requires the employee to be absent from work for more than three days, the additional time should be charged to Non-paid Workers' Compensation (00000115). Employees will receive payment directly from the insurance carrier.

STANDARD PROCESS

Section B: Financial and Administrative Systems (FAS)/Travel
Number/Title: **B401/NCI-Frederick Mileage Reimbursement Guidelines**
Date Issued: June 2003
Revision:
SP Contact: Senior Financial Analyst, FAS, 301-846-6952

I. Purpose

This Standard Process (SP) provides expense guidelines for situations where individuals use their privately owned vehicles (POV) for official business travel.

II. References

Federal Acquisitions Regulation (FAR) http://www.arnet.gov/far/

Federal Travel Regulations (FTR) http://www.gsa.gov/

United States General Services Administration http://www.gsa.gov/

http://candaweb.ncifcrf.gov/bpdocs/travelpage.htm

http://web.ncifcrf.gov/about/shuttle.asp

III. Definitions

FAS: Financial and Administrative Systems

Normal daily commute: Daily route an employee takes to work

POV: Privately owned vehicle

Primary duty station: Place of employment

SP: Standard Process

IV. Scope

This SP applies to all contractor employees, as well as to individuals such as consultants and seminar speakers providing a service to the contract.

V. Processes/Guidelines

A. Government/public funds are utilized to cover allowable expenses incurred in support of NCI-Frederick. The allowability of these costs is based on various regulations such as the Federal Acquisitions Regulation (FAR) and the Federal Travel Regulations (FTR). In order to be in compliance with regulations regarding allowability of mileage expenses, the following guidelines are provided.

B. Mileage for use of a POV and associated costs, such as public transportation and parking, are reimbursable to employees and individuals such as consultants and seminar speakers providing a service to the contract. Examples include travel associated with administrative or scientific meetings, training classes, conferences, and seminars.

Note: All examples given below assume that the employee's primary duty station (place of employment) is located at NCI-Frederick. Other approved work locations to which an employee reports for his/her normal job responsibilities are considered the employee's primary duty station.

C. Mileage will be reimbursed for the distance between the employee's duty station and the location of the business function being attended. **Mileage will not be reimbursed for use of a POV at the employee's duty station (i.e., within the NCI-Frederick campus).** Mileage is based on the standard miles of the "shortest route" as indicated by commercially available Web sites providing driving directions. Please attach to the "General Expense Report," the printout from any Web site used which shows the resulting mileage. A Web site printout is not needed for those locations on the "Standard Local One-Way Mileage Allowances" (Attachment 1). The "General Expense Report" can be accessed at http://candaweb.ncifcrf.gov/bpdocs/ger.htm.

1. **Example one**
An individual travels from NCI-Frederick to NIH in Bethesda for a scientific meeting. The same individual then departs from NIH and travels to McLean, VA, for another meeting. Following this meeting, the individual departs from McLean and returns to NCI-Frederick. The individual is eligible for mileage reimbursement of 105 miles as follows:

   NCI-Frederick to NIH: 38 miles

   NIH to McLean: 13 miles

   McLean to Frederick: 54 miles

   Total: 105 miles

2. **Example two**
An individual travels from NCI-Frederick to an all-day conference in Reston, VA, and returns to NCI-Frederick that same evening. The employee is eligible for reimbursement of 104 miles (distance from Frederick to Reston and back = 104 miles [52 miles x 2 ways]).

D. If an employee departs from his/her residence on a normal workday, only the miles in excess of his/her normal daily commute can be claimed as an expense.

1. **Example one**
An individual's normal daily commute is from Bethesda, MD, to NCI-Frederick, approximately 38 miles. On a normal workday, the individual departs from his residence for a conference in College Park, MD, which is 15 miles from his home in Bethesda. The individual may not claim mileage reimbursement because the distance from his home in Bethesda to the conference in College Park is less than his normal daily commute to work.

2. **Example two**

   An individual's normal daily commute is from Rockville, MD, to NCI-Frederick, approximately 32 miles. On a normal workday, the individual departs from his residence for a conference in Annapolis, MD, which is 46 miles from his home in Rockville, and returns to his home following the conference. The individual may claim mileage reimbursement for 28 miles, which is the difference between his normal daily commute and the commute to and from the conference (32 x 2 ways = 64-mile normal commute; 46 x 2 ways = 92-mile commute to conference; 92-64 = 28 allowable miles).

E. If an employee departs from his/her duty station to attend a business function outside the local travel area and, following the event, travels directly home, full mileage will be reimbursed for travel to the function and **only the miles in excess of his/her normal daily commute** will be reimbursed for travel from the function to the individual's home.

Example

An individual travels from his duty station at NCI-Frederick to McLean, VA, for an all-day scientific meeting. At the end of the day, the individual travels from McLean directly to his home in Rockville, MD. The individual is eligible for mileage reimbursement of 54 miles as follows:

> NCI-Frederick to McLean, VA: 54 miles
>
> McLean to Rockville: 15 miles
>
> Normal daily commute from Rockville to Frederick: 32 miles
>
> No mileage is allowable for commute from McLean to Rockville because that distance is less than his normal daily commute
>
> Total allowable mileage: 54 miles

F. Mileage is reimbursed according to the POV reimbursement rates issued by the U.S. government. The current POV rate can be found by accessing the United States General Services Administration Web site at http://www.gsa.gov. Click on "Travel" under the "Policy" heading and on the following screen, click on "Privately Owned Vehicle Reimbursement Rates." Notification will be made when the rate changes.

G. Allowable Mileage Expenses

Mileage and related costs **are allowable** under the following situations:

1. **Meeting attendance/training during working hours**

   The use of an individual's POV is sometimes necessary for alternate job locations or for attendance at scientific or administrative meetings, conferences, seminars, or training. Training represents costs associated with such job requirements as non-credited classes, instruction into new methods or procedures, and courses which provide guidance in performing one's job duties. Generally, information provided at training courses is specialized or specific to a particular skill, task, or process. In order for an individual to receive mileage reimbursement, the meeting or training must be a requirement of the job.

2. **Course attendance due to requirement of job**

   The course/class must be job-related and attendance must be a job requirement. Example: Many individuals attend courses which are taken to stay on the cutting edge of industry technology and to keep abreast of changing regulatory requirements, which are mandatory to the work performed in their profession. Due to the necessity for knowledge of regulatory requirements, mileage reimbursement is allowed.

3. **Weekend/evening travel**

   Weekend and evening travel are occasionally required in order for the employee to be in attendance at a meeting, training class, conference, or seminar on time. When an employee departs from his/her residence on a weekend or evening, the employee will be reimbursed mileage based on the distance from the employee's residence to the location.

H. Unallowable Mileage Expenses

Mileage and related costs **are not allowable** under the following situations:

1. **Educational assistance**

   Educational assistance classes are taken by employees to continue their formal education at accredited institutions. Educational assistance classes benefit the employee by improving his/her skills and knowledge associated with the current job, outside of normal work hours. These classes are taken on an elective basis and are not a job requirement. Mileage in association with educational assistance classes **will not** be reimbursed.

2. **Elective continuing education/vocational training**

   These include courses which are taken to enhance one's skills and are not a job requirement outside of normal work hours. These are considered elective in nature and are therefore similar to courses taken under the educational assistance program. When continuing education courses or vocational training taken by an employee are electively taken to enhance his/her skills and are not a requirement of the job, mileage **will not** be allowed.

3. **Use of POV for business at NCI-Frederick**

   Mileage **will not** be reimbursed for use of one's POV traveling to job sites or meetings located at NCI-Frederick.

I. Travel to NIH

Employees are encouraged to use the NIH shuttle service as an alternate means of traveling between NCI-Frederick and NIH in Bethesda. The NCI-Frederick–NIH shuttle service schedule can be accessed at http://web.ncifcrf.gov/about/shuttle.asp. It is recommended that travelers utilize the shuttle service or carpool when possible.

J. Parking/Tolls

Employees may be reimbursed for parking; however, the most economical means must be utilized. Garage or valet parking will **NOT** be reimbursed, unless a special need justifies this sort of parking. Tolls incurred while traveling via personal vehicle are a reimbursable expense. Employees must provide receipts for reimbursement.

K. Submittal of General Expense Report

1. Mileage not associated with travel requirements coordinated through the Travel Department can be submitted on a General Expense Report to the Accounts Payable Supervisor for review and approval prior to reimbursement. The General Expense Report can be accessed at http://candaweb.ncifcrf.gov/bpdocs/ger.htm.
2. **General Expense Reports can be submitted when an individual has traveled an accumulation of 50 miles and/or one time per month. General Expense Reports must be submitted within 3 months of the date the expense was incurred.**
3. All receipts for public transportation, tolls, and parking must be attached to the General Expense Report. Attachment 1 shows mileage allowances for commonly traveled locations, for use in completing General Expense Reports. A detailed description of the contract-related business purpose behind the mileage expense must be included.

L. Responsibilities

1. **Individual**

   Individuals are expected to exercise the same care in incurring business expenses that a prudent person would exercise in incurring personal expenses.
2. **Program Area**

   It is the responsibility of the program area to provide adequate documentation when submitting the request for mileage reimbursement. Supervisors, or those individuals who have signature authorization, must review the mileage reimbursement request for policy compliance and approve the request.
3. **Financial and Administrative Systems (FAS)**

   It is the responsibility of FAS to review the request for reimbursement, determine its reasonableness and allowability, and to make the payment.

STANDARD PROCESS

Number/Title: **B401/NCI-Frederick Mileage Reimbursement Guidelines (continued)**

VI. Attachments

Attachment 1, Standard Local One-Way Mileage Allowances

VII. Records

The FAS, Travel and Accounts Payable Departments will maintain all records.

STANDARD LOCAL ONE-WAY MILEAGE ALLOWANCES

DESTINATION FROM FREDERICK	MILES
Alexandria, VA	57
Annapolis, MD	78
Arlington, VA	53
Baltimore, MD	52
Baltimore Airport (BWI)	55
Brookhaven/Upton, NY	310
Chantilly, VA	55
College Park, MD	51
Cumberland (Rocky Gap), MD	90
Dulles Airport	45
Gaithersburg, MD	28
Hagerstown, MD	24
McLean, VA	54
National Airport	55
NIH (Bethesda, MD)	38
Reston, VA	52
Rockville, MD	32
Shady Grove Metro Station	30
Vienna, VA	47
Washington, DC	52
York, PA	65

STANDARD PROCESS

Section B: Financial and Administrative Systems (FAS)/Business Practices
Number/Title: **B501/Calling Card / International Telephone Access Code Process**
Date Issued: November 2003
Revision:
SP Contact: Senior Financial Analyst, FAS, 301-846-7282

I. Purpose

The SAIC-Frederick, Inc., Calling Card and International Access Code Standard Process (SP) explains how to obtain a calling card and an international access code when dictated by the employee's job.

II. References

(NONE)

III. Definitions

FAS: Financial and Administrative Systems

SP: Standard Process

IV. Scope

This Standard Process applies to all employees providing services in support of NCI-Frederick.

V. Processes/Guidelines

A. New Hire/Status Change

1. The supervisor requests a calling card and/or an international telephone access code for an employee by sending a memorandum to the NCI Procurement Technician Office. A copy of the memorandum is provided to the Calling Card/Access Code Coordinator within the Financial and Administrative Systems (FAS) Department.
2. The NCI Procurement Technician's Office will notify the employee when he/she may pick up the calling card and/or international telephone access code.
3. The employee picks up the calling card and/or international telephone access code from the NCI Procurement Technician and signs a form acknowledging receipt.

B. Ongoing

1. The Calling Card/Access Code Coordinator maintains the calling card/international telephone access code database.
2. The Calling Card/Access Code Coordinator requests and reviews quarterly reports from the NCI Procurement Technician Office for SAIC-Frederick, Inc., employees with calling cards and international telephone access codes.

C. Termination of Employment

1. The employee must return the calling card to his/her supervisor upon termination of employment.

2. The supervisor indicates by signing the "Termination Checkout Sheet" that the card has been returned.
3. The supervisor is responsible for sending the NCI Procurement Technician Office a memorandum requesting cancellation of the calling card and/or international telephone access code. A copy of the memo is sent to the Calling Card/International Access Code Coordinator.
4. The NCI Procurement Technician Office cancels the calling card and/or the international telephone access code.
5. The Calling Card/Access Code Coordinator indicates cancellation in the database.

D. Responsibilities

It is the responsibility of the employee and his/her supervisor to adhere to the guidelines of this process.

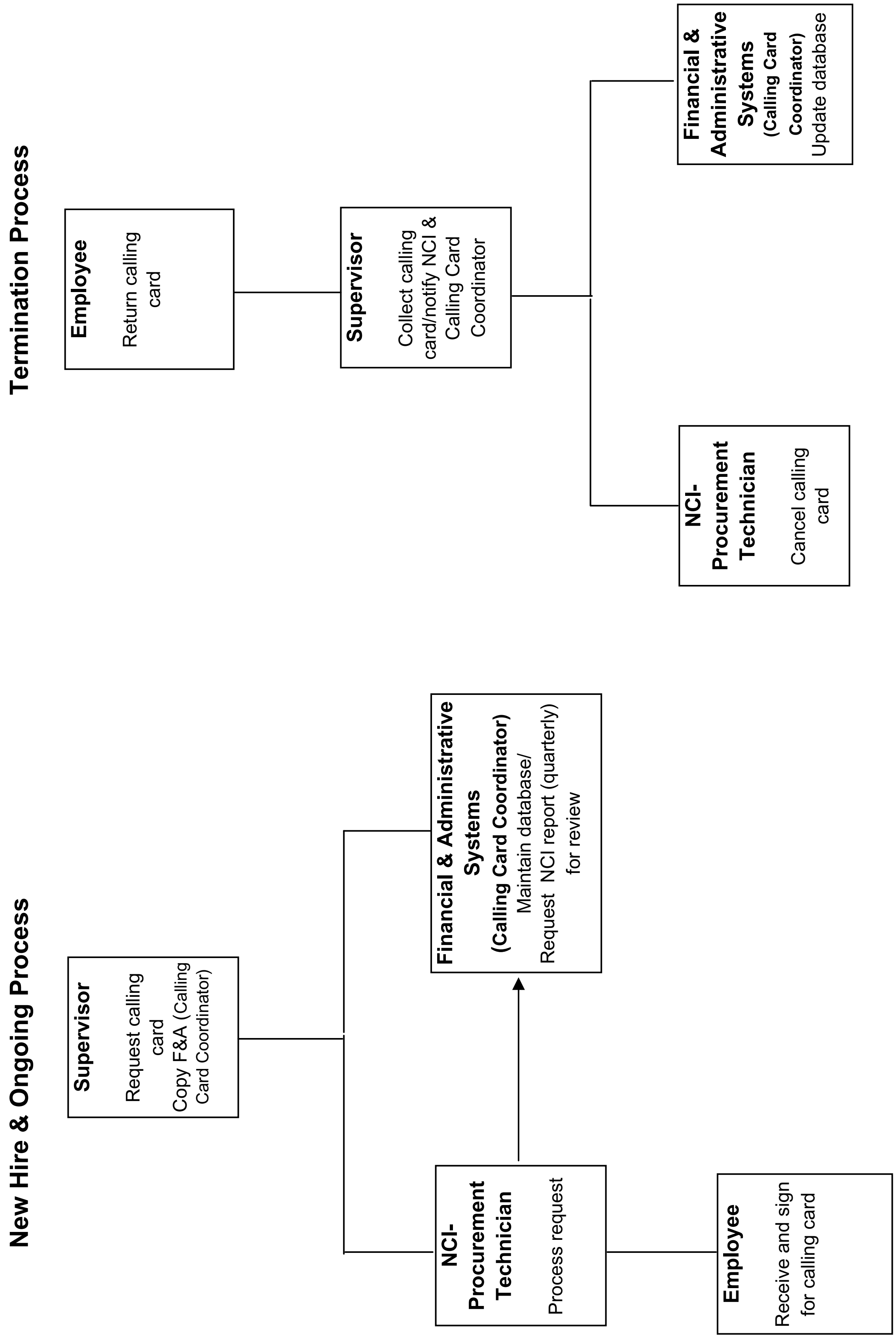
VI. Attachments

Attachment 1, SAIC-Frederick, Inc., Calling Card Process Flow Chart

VII. Records

The FAS Department will maintain records.

SAIC-Frederick, Inc., Calling Card Process



STANDARD PROCESS

Section B: Financial and Administrative Systems (FAS)/Business Practices
Number/Title: **B502/NCI-Frederick Meal/Light Refreshment Reimbursement Guidelines**
Date Issued: September 2003
Revision:
SP Contact: Senior Financial Analyst, FAS, 301-846-6952

I. Purpose

The Meal/Light Refreshment Reimbursement Standard Process (SP) provides guidelines related to the allowability of charging the cost of meals and light refreshments to the various prime contracts associated with NCI-Frederick when utilizing contract funds. These guidelines are provided to ensure compliance with federal guidelines and NCI-Frederick contract requirements when individuals engage in business-related meals (non-travel or conference-related).

II. References

FAR 31.205-51

General Expense Report http://candaweb.ncifcrf.gov/bpdocs/travelpage.htm

Policy and Procedure No. 204 "Meal/Light Refreshment Reimbursement"

III. Definitions

FAR: Federal Acquisition Regulations

FAS: Financial and Administrative Systems

FTR: Federal Travel Regulations

HR: Human Resources

IMPAC: International Merchant's Purchase Authorization Card

SP: Standard Process

IV. Scope

This SP applies to all employees associated with NCI-Frederick when expenses are to be charged to any of the prime contracts reimbursed by the government.

V. Processes/Guidelines

A. Government/public funds are used to cover allowable expenses incurred on the NCI-Frederick contracts. The use of contract funds for the allowability of these costs is determined based on various regulations such as the Federal Acquisitions Regulation (FAR; http://www.arnet.gov/far/) and the Federal Travel Regulations (FTR; http://www.gsa.gov/far/).

B. When government and contractor personnel jointly attend a meeting in which light refreshments and or meals are provided, care must be exercised to segregate the costs between contractor and government personnel. The contracts with NCI state that "no funds provided under this contract shall be used for reimbursement of travel expenses incurred by government employees." Meal expenses are considered part of travel. The costs incurred for any government participant are considered unallowable against the contract, and cannot be reimbursed with appropriated funds.

1. Requirements for reimbursement of meal expense

The meal must serve a contract-related business purpose. Documentation is to include a short, but specific, description of the business topics discussed which clearly support the goals and objectives of NCI-Frederick. Generalizations, such as "discussed program operations," are not appropriate descriptions. The documentation must include a listing of all attendees and their business affiliations. Meals at which the employee is the only attendee are unallowable.

a. All of the following criteria must be met in order for reimbursement to be made:

(1) Business meals are only eligible for reimbursement if contractor personnel attend the meal with individuals outside the NCI community. "Working meals" in which the only attendees are contractor employees are not eligible for reimbursement, even if the meal time period is the only available time for the attendees to meet and discuss business issues.

(2) The meal has to be of minor consequence to the meeting requirement.

(3) Attendance of the employee at the meal must be necessary for full participation.

(4) The employee is not free to take the meals elsewhere without being absent from essential formal discussions, lectures, or speeches concerning the contract-related business purpose.

(5) The expense of a meal must be reasonable. The following guideline is to be used as a determination for reasonableness: reimbursement for lunch is allowable up to $12 per person and dinner up to $32 per person. If the cost per person exceeds these allowable amounts, additional justification must be provided in order for reimbursement of excess cost to be considered.

(6) Alcoholic beverages are an unallowable cost to the contract (FAR 31.205-51). Employees are personally responsible for all costs associated with alcoholic beverages. This expense cannot be included as part of the allowable rates indicated above. A statement must be provided and confirmed that no alcoholic expenses are included on the request for reimbursement of the meal expense.

b. The following are examples of allowable and unallowable meal expenses, based on the criteria set forth above:

(1) Allowable

(a) A collaborative lunch between a contractor employee and a visiting seminar speaker who is not a government employee is eligible for reimbursement if documentation is provided justifying the contract-related business purpose discussed and how it benefits the goals of the contract.

(b) Recruitment meal reimbursement is eligible for prospective employees and the hosting contractor staff member (limited to one or two employees from the program area). All recruitment actions must be coordinated through the Human Resources (HR) Department for reimbursement of the meal to be considered.

(c) A scheduled meeting associated with the goals of the contract, which takes place over an extended period of time (5 hours or more) qualifies for meal reimbursement. The agenda must include the working meal to satisfy the requirement that the meal is part of the business function. This meal cannot be a "spur of the moment" decision.

(2) Unallowable

(a) Meal reimbursement will not be allowed when contractor personnel choose to go to lunch to continue a business discussion.

(b) Meal expenses for government participants are not allowed in any situation.

(c) Program or department meals associated with a staff meeting are not reimbursable.

2. Requirements for reimbursement of light refreshments

Light refreshments consist of coffee, tea, cookies, pastries, cake, punch, and other food provided in quantities that are not considered to be a meal. This type of expense is an unallowable contract expense. Exceptions exist for situations in which the supplies are medically necessary (such as refreshments provided to participants in blood donations or for authorized studies in which a volunteer provides a sample that requires fasting) as well as special events in which the purpose is to recognize employees. The cost is limited to $2 per person or $500, whichever is less. Requests for reimbursement associated with refreshments require documentation stating the purpose and how it relates to a medical necessity or recognition of employee(s) in order to be processed. All other requests will not be eligible for reimbursement.

a. **Allowable:**
Light refreshments for awards ceremonies

b. **Unallowable:**
Light refreshments at seminars

c. **Food or refreshments cannot be purchased when the purpose is to:**
(1) provide meals or snacks at staff meetings or seminars,
(2) get the participants acquainted and interacting,
(3) encourage participants to arrive on time,
(4) be an award,
(5) prevent participants from going to their offices for snacks and delaying their return to the training event, or
(6) reward employees for arriving punctually at their assigned duty location.

Any costs which are determined to fall outside these guidelines will be treated as unallowable costs and will not qualify for reimbursement. In the event that special funding has been provided to support the reimbursement request, such as gift funds, documentation of that funding source must be indicated.

3. **Reimbursement procedure requirements**

All meal-related and light refreshment expenses, other than those which are reimbursed via per diem while the employee is on official travel, should be submitted on a "General Expense Report" (http://candaweb.ncifcrf.gov/bpdocs/travelpage.htm) to the Accounts Payable supervisor for review and approval prior to reimbursement. Detailed receipts must be attached to the "General Expense Report," along with appropriate authorization. These expenses may not be reimbursed through the petty cash fund or International Merchant's Purchase Authorization Card (IMPAC), regardless of the dollar amount. The "General Expense Report" must provide clear documentation to support the contract-related business purpose, stated in such a way that if an independent person (i.e., auditor) reviews the documentation, that person would determine that the cost is allowable under the contract.

C. Responsibilities

1. **Individual**

An individual is expected to exercise the same care in incurring business expenses that a prudent person would exercise in incurring personal expenses.

2. **Program Area**

It is the responsibility of the program area to provide adequate documentation, including detailed receipts when submitting the request for reimbursement.

Supervisors, or those individuals who have signature authorization, must review the meal reimbursement request for policy compliance and approve the request.

3. **Financial and Administrative Systems (FAS)**

   It is the responsibility of FAS to review the request for reimbursement, determine its reasonableness and allowability, and to make the payment.

VI. Attachments

Attachment 1**,** Meal/Light Refreshment Reimbursement Guidelines Fact Sheet

VII. Records

(N/A)

Meal/Light Refreshment Reimbursement Guidelines Fact Sheet

.............The following criteria must be met in order for reimbursement to be made.

1. Business meals can be reimbursed only if contractor employees attend the meal with individuals outside the NCI community.
2. The meal has to be of minor consequence to the meeting requirement.
3. Attendance of the employee at the meal must be necessary for full participation.
4. The employee may not take meals elsewhere if doing so means he/she will be absent from essential formal discussions, lectures, or speeches concerning the contract-related business purpose.
5. The meal should cost no more than $12 per person for lunch and no more than $32 per person for dinner.
6. Alcoholic beverages cannot be reimbursed (FAR 31.205-51).

Allowable

- Recruitment meals (Recruitment must be coordinated through the Human Resources Department.)
- Collaborative meals between contractor employees and individuals outside of the NCI community (i.e., seminar speakers)
- Light refreshments associated with employee recognition ceremonies or medical necessity

Unallowable

- Meal expenses incurred by government employees
- Routine staff meetings or working meals between contractor employees only
- Refreshments such as pastries, doughnuts, juices, coffee and related supplies, and bottled water associated with scientific workshops, lectures, or symposiums
- Alcoholic beverages
- Retirement functions

STANDARD PROCESS

Section B: Financial and Administrative Systems (FAS)/General Accounting
Number/Title: **B503/Signature Authorization Operating Procedures**
Date Issued: January 2005
Revision:
SP Contact: Manager, Office of Financial Analyses Support, FAS, 301-846-5988

I. Purpose

This Standard Process (SP) provides instructions for obtaining NCI-Frederick signature authorization.

II. References

The "NCI-Frederick/SAIC Signature Authorization Form" is accessible on-line at http://www.ncifcrf.gov/campus/administrative/signatureauthorization.pdf.

III. Definitions

SP: Standard Process

IV. Scope

This SP applies to all employees in support of the NCI-Frederick.

V. Processes/Guidelines

A. The "NCI-Frederick/SAIC Signature Authorization Form" can be accessed at http://www.ncifcrf.gov/campus/administrative/signatureauthorization.pdf.

B. Instructions for Completing the "NCI-Frederick/SAIC Signature Authorization Form"

1. All entries must be typed or printed on the form.
2. Check only one box in the organization and activity section.
3. Check the boxes of all approval areas that apply (all center numbers listed will have the approval for the box indicated).
4. List center numbers and program titles in the center section (additional centers may be listed on a second sheet).
5. Sign and acquire proper approval signatures.
6. Fax or send hard copy of the form to the Office of Financial Analysis Support, Building 244/Room 111.

NOTE: If there are any changes for an individual's authority to sign, a new form must be completed.

C. Incorporating Off-campus Individuals in the NCI-Frederick Signature Database

1. The individual located off campus must complete the NCI-Frederick "Government Employee Registration" form (this form can be obtained from the individual's administrative officer).

2. The individual must return the completed form to the administrative officer (the employee must be entered into the Cyborg system if that has not already been done).
3. Government employees must have their contracting officer's signature.
4. Forward the form to the Office of Financial Analysis Support, Building 244/ Room 111.

D. Completing the "NCI-Frederick/SAIC Signature Authorization Form" (Payroll Authorization)

1. All entries must be typed or printed on the form (shaded area on Signature Authorization form).
2. Include employee number and check only one box in the activity section.
3. Check boxes of all approval areas that apply.
4. List center numbers and program titles (additional centers may be listed on a second sheet).
5. Sign and acquire the proper approval signatures.
6. Fax or send hard copy of the form to the Office of Financial Analysis Support, Building 244/Room 111.

VI. Attachments

(NONE)

VII. Records

The Office of Financial Analyses Support of SAIC-Frederick, Inc., will maintain all signature authorization forms.

STANDARD PROCESS

Section B: Financial and Administrative Systems (FAS)
Number/Title: **B504/Process for Establishing Employees in Foreign Countries**
Date Issued: September 30, 2004
Revision:
SP Contact: Senior Financial Analyst, FAS, 301-846-6952

I. Purpose

This Standard Process (SP) explains the process for establishing SAIC-Frederick, Inc., employees in permanent duty stations in foreign countries.

II. References

(NONE)

III. Definitions

COLA: Cost-of-living allowance

EE: Employee

HED: Hours earnings deduction

HOLA: Housing overseas living allowance

HR: Human Resources

IAA: International Assignment Agreement

OHS: Occupational Health Services

SP: Standard Process

IV. Scope

This SP applies to SAIC-Frederick, Inc., employees who are to be permanently stationed in foreign countries.

V. Processes/Guidelines

A. SAIC-Frederick, Inc., Program Area Responsibilities

1. Establishing an employee in a foreign country usually begins with a “yellow task” request, which includes a statement of work.
2. Upon receipt of the yellow task, a representative in the program area researches the following issues:
   a. Customs/culture of the foreign country;
   b. Communication methods to be used with the individual;
   c. Transportation needs in the country (for example, is an international driver’s license required?);
   d. Reliable shipping methods to the country;
   e. Banking options in the country; and
   f. Visa requirements.

3. The program area representative will also
   a. Determine allowances to be offered (research NCI policy, SAIC policy, NIH policy, and Department of State Standardized Regulations);
   b. Determine benefits to be offered ("High" or "low" international health and dental insurance [based on country]);
   c. Determine if bilateral country agreement can be made with foreign country to provide
      (1) Check cashing services,
      (2) Mail pouch services,
      (3) Medical services,
      (4) Vehicle tags,
      (5) Shipping services, and
      (6) Duty-free allowance; and
   d. Determine if separate agreement can be made with the U.S. embassy in the country for additional services.
4. The program area representative prepares a cost estimate based on the above research and replies to the yellow task request.
5. If the government approves the cost estimate, the program area representative initiates and forwards to the Human Resources (HR) Department a personnel requisition so that the hiring process may begin.
6. The program area contact works with a contact in the HR Department to develop a job specification if one does not currently exist for the position.
7. After the candidate is selected, the program area contact will
   a. Collect information from the candidate for completion of the "International Assignment Agreement" (IAA) form and forward the completed form to the SAIC-Frederick, Inc., HR Department;
   b. Review the final IAA prepared by SAIC Corporate for accuracy;
   c. Determine the date of hire; and
   d. Determine if an initial visit to NCI-Frederick is required for training or Occupational Health Services (OHS) health evaluation.
8. After the candidate has been hired, the program area representative
   a. Assists the individual in obtaining a passport and necessary visas for entry into the foreign country.
   b. Makes travel arrangements for the individual to travel to NCI-Frederick for training and/or to travel to the duty station in the foreign country to start work.

c. Contacts the local U.S. embassy in the foreign country and notifies the embassy of the employee's long-term stay/employment in that country.

d. Establishes operating procedures for

(1) Communication methods (phone, fax, e-mail);

(2) Training methods (i.e., ethics briefing and other required employee training);

(3) Ways to monitoring worldly situations (i.e., security and health warnings related to the country);

(4) In-country holidays (based on the holiday policy of the government counterpart in that country); and

(5) Logistics of the performance review and other supervisory requirements.

e. Notifies SAIC-Frederick, Inc., Payroll Department of the following events for tax and payroll purposes:

(1) If the employee's initial preliminary visit to SAIC-Frederick, Inc., is considered "relocation" or "business travel";

(2) When the employee finds permanent housing in the foreign country, at which point the HOLA (housing overseas living allowance) and COLA (cost-of-living allowance) begin;

(3) When the employee spends days away from the host country (any time the employee leaves the host country);

(4) When the employee terminates; and

(5) When modifications are made to the IAA.

f. Notifies the prime contract administrator prior to the employee's start date for determination of risk management issues (including proper insurance coverages).

9. The IAA form must be monitored annually to determine that it is still accurate and whether any increases in allowances are required.

B. SAIC-Frederick, Inc., Human Resources Department Responsibilities

1. A representative of the HR Department determines requirements for the employee's visa/work permit and researches any tax issues.

a. Visa/work permit requirements (Are the candidates U.S. citizens? Do they have passports? Can they obtain valid working visas?)

b. Tax issues (Does the country require the employee to pay individual income tax?)

2. The HR Department representative determines the “Corporate Risk Category” of the country. Approval from Keith Nightingale, Corporate High-Risk Administrator, and David Bufter, Director of Contracts and Administration, SAIC-Frederick, Inc., is required to hire an individual who will be located in a high-risk area.
3. The HR Department representative will generate a job specification if one does not already exist (in coordination with a program area representative).
4. In coordination with the program area representative, the HR Department representative determines salary, allowances, and start date.
   a. Use U.S. Department of State, Office of Allowances Web site, www.state.gov/m/a/als, as a guideline.
   b. Provide all costs, including relocation costs, to the hiring manager.
   c. Verify a requisition has been submitted and received budget approval.
5. After the candidate is selected, an HR Department representative
   a. Reviews the IAA form obtained from the program area representative.
   b. Obtains from the program area representative, any personal information on the candidate needed for the IAA form.
   c. Prepares the IAA form and forwards it to Christine Wilson, Expatriate Service Center, SAIC, McLean, VA, for review.
6. An SAIC Corporate representative prepares the IAA and forwards it to SAIC-Frederick, Inc., HR Department for review and finalization.
7. The final IAA form and offer letter is sent to the candidate for signature. The IAA must be signed by the prospective employee; Dr. Larry Arthur, President of SAIC-Frederick, Inc.; and Ms. Anita Jones, Corporate International HR Manager.
8. A copy of the signed IAA is forwarded to the new employee, the Payroll Department, and the program area representative.
9. After candidate is hired
   a. He or she is enrolled in a benefits program.
      (1) CIGNA International (High or Low) Health Insurance (at no cost to EE; charged to program)
      (2) CIGNA International (High or Low) Dental Insurance (at no cost to EE; charged to program)
      (3) Employee covered under Foreign General Liability insurance and Foreign Workers’ Compensation insurance (at no cost to EE; charged to program)

(4) All other benefits: the same as for employees located at NCI-Frederick (i.e., life insurance, long-term disability, short-term disability, 401[k], flexible spending, etc.)

b. The HR Department representative approves expenses covered in the IAA.

10. The IAA form must be monitored annually to determine that it is still accurate and whether any increases in allowances are required.

C. SAIC-Frederick, Inc., Payroll Department Responsibilities

1. Schedule a conference call for the employee and Corporate Expatriate Tax Accountant to review and complete the tax forms necessary for international assignment.
2. Review direct deposit requirements with the employee to ensure prompt payment of earnings.
3. Establish earnings (HED) in Cyborg for items listed in agreement (i.e., hardship allowance, COLA, housing allowance, etc.).
4. Determine taxability of relocation and contract-allowable expenses paid to or on behalf of the employee and which are approved by the program area and/or HR Department representatives.
5. Deactivate and reactivate "Hardship Earnings" in Cyborg when the employee is away from the host country, per State Department regulations. The program area representative is responsible for notifying the Payroll Department any time the employee leaves the host country.
6. Monitor the employee's earnings to ensure proper taxation after salary exemption limits are met.
7. Transfer the employee's pay stub to "PDF format" and e-mail it to him/her.
8. Review employee tax status and earnings with the Corporate Expatriate Tax Accountant quarterly.
9. Notify the employee in December to submit new tax forms for the following calendar year.
10. Review the employee's tax status annually.

D. Occupational Health Services Department Responsibilities

1. A post-offer, pre-placement health evaluation by OHS is required. Under rare and extenuating circumstances, if an individual is located internationally or will not be visiting NCI-Frederick, an alternate health care provider may perform the health evaluation.

2. If the employee will not be visiting NCI-Frederick to obtain a health evaluation, OHS will work with the employee to determine an alternate health care provider to perform the health evaluation.
   a. Forms or lists of required health information will be provided to the employee or the designated alternative health care provider.
   b. All results must be forwarded to OHS for a determination of fitness.
   c. Determination of fitness will be based on the job description, essential function checklist, and sound medical judgment.
   d. Disputes about fitness between an outside provider and OHS clinical staff will be submitted first to the OHS medical consultant, then, if necessary, to an independent medical evaluator.
3. The employee hired to live or spend an extended period in foreign countries must be willing and able to follow Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and NIH medical guidelines. Guidelines are in place for
   a. Recommended vaccinations, and prophylactic medications to protect against vector-borne and other diseases; and
   b. Recommendations against travel due to medical conditions, emerging diseases, or other hazards that may arise.
4. OHS staff will determine time/need for follow-up with employees, based on hazards in the work environment, enrollment in specific medical surveillance programs, availability of alternative health care, and the employee’s travel plans.
5. OHS staff will not provide immunizations, prescription medications, or prescriptions for medications under any non-medically sound circumstances.
6. OHS staff will monitor annual health evaluation follow-up, based on hazards in the work environment, enrollment in specific medical surveillance programs, availability of alternative health care, and the employee’s travel plans.

VI. Attachments

(NONE)

VII. Records

Each responsible department will maintain records as appropriate.

STANDARD PROCESS

Section B: Financial and Administrative Systems (FAS)
Number/Title: **B505/Check Cashing Process for Visitors to NCI-Frederick**
Date Issued: September 28, 2004
Revision:
SP Contact: Supervisor, Accounts Payable Department, FAS, 301-846-5638

I. Purpose

This Standard Process (SP) establishes the process for non-SAIC employees (i.e., seminar speakers, guest researchers, consultants) wishing to cash an NCI-Frederick/SAIC-Frederick, Inc.-issued check while visiting NCI-Frederick.

II. References

(NONE)

III. Definitions

SP: Standard Process

IV. Scope

This SP applies to non-SAIC employees visiting NCI-Frederick.

V. Processes/Guidelines

A. Checks must be cashed at an M&T Bank branch.

B. A program area representative notifies the Accounts Payable Department supervisor that a nonemployee wishes to cash an NCI-Frederick/SAIC-Frederick, Inc.-issued check and provides the following information to the Accounts Payable Department supervisor:

1. Check number,
2. Check date,
3. To whom the check is to be made payable,
4. Check amount,
5. At which M&T Bank branch the check will be cashed, and
6. When (date/time) the check will be cashed.

C. The Accounts Payable Department supervisor notifies SAIC-Frederick, Inc.'s M&T Bank representative that a non-SAIC-Frederick, Inc., employee wishes to cash a check and provides the above information.

D. The M&T Bank representative notifies the M&T branch where the individual will cash the check and "approves" the transaction. The M&T Bank representative then notifies the Accounts Payable Department supervisor that the transaction may proceed.

E. The Accounts Payable Department supervisor notifies the program area representative that the individual may cash his or her check.

STANDARD PROCESS

Number/Title: **B505/Check Cashing Process for Visitors to NCI-Frederick (continued)**

F. The individual reports to the appropriate M&T Bank branch and cashes the check.

1. Bank requirements to cash the check:

a. The individual must cash the check at the lobby during lobby hours only (the check cashing <u>cannot</u> be handled at any drive-through).

b. The individual wishing to cash a check must show his/her driver's license, social security number (if available), and passport (if a foreign individual).

c. A U.S. citizen may be required to accompany a non–US citizen to the M&T Bank branch when cashing a check. The U.S. citizen accompanying the non–U.S. citizen will need to provide his or her personal information, including (1) primary identification, such as a driver's license, and (2) secondary identification, such as a major credit card and/or photo ID. Name and address on both identifications must match. Either a program area representative or the Accounts Payable Department supervisor can meet the individual at the local M&T branch. The accompanying individual may also be required to sign the check.

2. Local M&T branches:

7th Street, 829 West 7th Street, Frederick, MD 301-694-7801

Lobby Hours:	Monday	9:00 am – 4:00 pm
	Tuesday	9:00 am – 4:00 pm
	Wednesday	9:00 am – 4:00 pm
	Thursday	9:00 am – 4:00 pm
	Friday	9:00 am – 7:00 pm
	Saturday	9:00 am – 12:00 Noon

Amber Meadows at Weis Market, 199 Thomas Johnson Dr, Frederick, MD 301-682-3462

Lobby Hours:	Monday	9:00 am – 7:00 pm
	Tuesday	9:00 am – 5:00 pm
	Wednesday	9:00 am – 5:00 pm
	Thursday	9:00 am – 5:00 pm
	Friday	9:00 am – 7:00 pm
	Saturday	9:00 am – 2:00 pm

VI. Attachments

(NONE)

VII. Records

(N/A)

Section C: Information Technology Services (ITS)

STANDARD PROCESS

Section C: Information Technology Services (ITS)
Number/Title: **C001/Requesting E-Mail Accounts**
Date Issued: November 2003
Revision:
SP Contact: Manager, LAN Office, ABCC, 301-846-5769

I. Purpose

This Standard Process (SP) identifies steps required to obtain an NCI-Frederick e-mail account.

II. References

You can access the ABCC Web site at http://www.abcc.ncifcrf.gov/apps_apply.shtml.

III. Definitions

ABCC: Advanced Biomedical Computing Center

Authentication code: confidential code issued to users for technical assistance regarding their e-mail account

E-mail: Electronic mail

E-mail account: Individual accounts set up to send and receive electronic mail over the NCI-Frederick system

Helpdesk: The department responsible for providing assistance in obtaining LAN applications and resolving problems associated with LAN accounts

LAN: Local Area Network

Password: Personal identification using confidential group of letters/numbers to initiate or make changes to the e-mail account

User ID: Personal identification of users on the e-mail system

IV. Scope

The NCI-Frederick electronic mail (e-mail) server is administered by the Local Area Network (LAN) Office, Advanced Biomedical Computing Center (ABCC), and is primarily dedicated to providing a facility for all NCI-Frederick employees to send and receive e-mail. Only NCI-Frederick personnel who require e-mail should use this system.

V. Processes/Guidelines

A. Step One: Obtain an application.

1. Obtain an e-mail account by requesting an application from the ABCC Helpdesk, at 301-846-5555, or by downloading the application from the ABCC Web site at http://www.abcc.ncifcrf.gov/apps_apply.shtml. Please remember to type or print the requested information clearly.
2. You must have your supervisor's signature on the completed application.

B. Step Two: Apply for an e-mail account.

1. Forward the completed and signed application to the LAN office by fax: 301-846-5762/Recipient: LAN Office; or by interoffice mail: LAN Office/Building 430. Applications that do not include the signature of the applicant's supervisor will be returned.
2. Direct any questions regarding this application to the ABCC Helpdesk at 301-846-5555.

C. Step Three: Select a User ID.

1. Your personal User ID will be assigned using your last name followed by your first initial, your first initial followed by your last name, or your choice. For example, you could choose smithm or msmith.
2. Your User ID must be related to your given name. Nicknames and non-name related strings are unacceptable.
3. Please prioritize these methods on the application. All efforts will be made to assign a User ID based on your first priority.

D. Step Four: Receive your User ID.

Upon approval of an e-mail account, you will receive a letter of notification containing your assigned User ID, initial account password, and authentication code.

E. Step Five: Activate your account.

Your account is activated when you complete a change in your initial password. Passwords must be at least 7 characters in length, contain a combination of alpha and numeric characters, and should not be contained in any dictionary, foreign or domestic. Unacceptable passwords will be rejected by the mail server. Instructions to change your password are included in the notification of the assignment of an e-mail account.

F. Step Six: Keep authentication code.

The authentication code should be retained for future reference: it will be required if you need certain types of technical assistance regarding your account.

G. Step Seven:

If you already have an e-mail account, you may continue to use it or, alternately, forward and consolidate your mail to this facility. You do not have to obtain an account on this server, although it is beneficial to have a shorter e-mail address consistent with the majority of NCI-Frederick employees.

VI. Attachments

(NONE)

VII. Records

The ABCC LAN Office will maintain all e-mail account records.

STANDARD PROCESS

Section C: Information Technology Services (ITS)
Number/Title: **C002/NCI-Frederick Dial-in Accounts**
Date Issued: November 2003
Revision:
SP Contact: Manager, LAN Office, ABCC, 301-846-5769

I. Purpose

This Standard Process (SP) describes the process and approvals required to obtain remote access to NCI-Frederick computing services.

II. References

ABCC Web site at http://www.abcc.ncifcrf.gov/apps_apply.shtml.

III. Definitions

ABCC: Advanced Biomedical Computing Center

Authentication code: confidential code required for account verification and to request new or reset passwords

Dial-in accounts: Accounts assigned to NCI-Frederick personnel providing remote access to computing resources

Helpdesk: The department responsible for providing assistance in obtaining LAN applications and resolving problems associated with LAN accounts

LAN: Local Area Network

User ID: Personal identification of dial-in account users

Password: Personal identification using confidential group of letters/numbers to access dial-in accounts.

IV. Scope

The NCI-Frederick Dial-in server is administered by the Local Area Network (LAN) Office, Advanced Biomedical Computing Center (ABCC), and is primarily dedicated to providing remote access to computing resources for employees at NCI-Frederick. Accounts on this system are intended for use by NCI-Frederick employees who require remote access from home or while on travel.

V. Processes/Guidelines

A. Step One: Obtain an application.

1. Request an application from the ABCC Helpdesk at 301-846-5555, or download the application from the ABCC Web site at http://www.abcc.ncifcrf.gov/apps_apply.shtml. Please remember to type or print the requested information clearly.
2. You must have your supervisor's signature on the completed application.

B. Step Two: Apply for a dial-in account.

1. Forward the completed and signed application to the LAN office by fax: 301-846-5762/ Recipient: LAN Office; or interoffice mail: LAN Office/Building 430. Applications that do not include the signature of the applicant's supervisor will be returned.
2. Direct any questions regarding this application to the ABCC Helpdesk at 301-846-5555.

C. Step Three: Receive User ID.

Upon approval of a dial-in account, you will receive a letter of notification containing your assigned User ID and password.

VI. Attachments

(NONE)

VII. Records

The ABCC LAN Office will maintain all dial-in account records.

STANDARD PROCESS

Section C: Information Technology Services (ITS)
Number/Title: **C003/ABCC Computer Account**
Date Issued: November 2003
Revision:
SP Contact: Administrative Assistant, LAN Office, ABCC, 301-846-5763

I. Purpose

This Standard Process (SP) describes the process and approvals for access to the NCI-Frederick computing system at the Advanced Biomedical Computing Center (ABCC).

II. References

ABCC Web site at http://www.abcc.ncifcrf.gov/apps_apply.shtml.

III. Definitions

ABCC: Advanced Biomedical Computing Center

Authentication code: Confidential code for account verification and to request new or reset passwords

Helpdesk: The department responsible for providing assistance in obtaining LAN applications and resolving problems associated with LAN accounts

LAN: Local Area Network

Password: Personal identification using confidential group of letters/numbers to access system accounts

PI: Principal investigator

System Accounts: Accounts assigned to NCI-Frederick personnel providing access to computing resources

USERNAME: Personal identification of system account users.

IV. Scope

A. Application for ABCC Access

The Advanced Biomedical Computing Center (ABCC) provides high-performance computing (HPC) resources for both NIH/NCI intramural scientists and the extramural biomedical research community. Its mission is to provide HPC support, to provide collaborative research, and to conduct in-house research in various areas of computational biology and biomedical research. This diverse set of resources allows scientists to submit and run compute-intensive algorithms to assist them in their research. Accounts on these systems provide the means for researchers to utilize the ABCC's resources.

V. Processes/Guidelines

A. Step One: Obtain and complete an application.

1. Applications are available at the ABCC Administrative Office, Building 430, or can be obtained from the ABCC Web site at http://www.abcc.ncifcrf.gov/apps_apply.shtml; by U.S. mail; or faxed to 301-846-5762.
2. **Note: Accounts are NOT to be shared.** Each system user must have an authorized USERNAME and account. The ABCC cannot be responsible for information that is lost due to the sharing of system accounts.

B. Step Two: Submit an application.

1. Applications can be submitted at any time. Please type or print clearly.
2. Applications for general access will be processed weekly.

C. Step Three: Acknowledge ABCC's contributions.

All publications should acknowledge the contribution of the NCI Advanced Biomedical Computing Center (e.g., "We acknowledge the National Cancer Institute for allocation of computing time and staff support at the Advanced Biomedical Computing Center of the NCI-Frederick").

D. Step Four: Acquire USERNAME and password.

1. Each system user will be assigned a unique USERNAME to be used when accessing the ABCC systems.
2. An initial password will also be provided. The initial password will only be valid for a single log-in session and must be changed immediately.

E. Step Five: Create a password.

Choose a password that is not easily compromised. In general, the password should not be made up of common words that could be found in the dictionary (including foreign languages and the forward and backward representations of each; the password should not use any part of your USERNAME and should not be made from proper names, neither people nor things. A good password should include a combination of letters and numbers, and if permitted, both upper and lower case characters should be included. One popular method of password selection is to use the first (or last) letter of an obscure phrase with mixed case letters, special characters, and numbers.

F. Step Six: Use ABCC resources.

1. Accounts must NOT be shared.
2. ABCC instructions regarding security and password protection must be followed.
3. Project descriptions from this form may be used in ABCC reports.
4. Results and abstracts from research publications will be provided to ABCC regularly (at least semi-annually).

G. Step Seven: Notify ABCC of any changes in information.

Users will notify ABCC systems administrators immediately upon change in organizational affiliation, mailing address, telephone number, or employment status.

H. Step Nine: Review the approved application materials.

1. A copy of the approved application and a small documentation package will be returned to each applicant.
2. Please be sure to note the assigned USERNAME, user authentication code, and project account ID.
3. These should be kept confidential within the project or group. Direct questions to the ABCC Helpdesk, 301-846-5555.

VI. Attachments

(NONE)

VII. Records

ABCC will maintain all user account records.

STANDARD PROCESS

Section C: Information Technology Services (ITS)
Number/Title: **C004/NCI-Frederick LAN Drop Request**
Date Issued: November 2003
Revision:
SP Contact Manager, LAN Office, ABCC, 301-846-5769

I. Purpose

This Standard Process (SP) describes the process and approvals required to request LAN “drops” to provide connections for LAN services.

II. References

(NONE)

III. Definitions

ABCC: Advanced Biomedical Computing Center

FME: Facilities Maintenance and Engineering

Helpdesk: The department responsible to provide assistance in obtaining LAN applications and resolving problems associated with LAN accounts

LAN: Local Area Network

IV. Scope

The LAN Office maintains the NCI-Frederick network infrastructure and provides reliable high-speed communications for all forms of networking services at NCI-Frederick. As new building, renovations, or changes in room usage occur, the local area network (LAN) access points in these locations may need to be changed. The NCI-Frederick LAN office is the conduit for requests for changes to network access points.

V. Processes/Guidelines

A. Step One: Submit LAN modification requests.

1. LAN modification requests may be submitted at any time describe the change required, show the room(s) with drop locations marked, and indicate a point of contact for Facilities Maintenance and Engineering (FME) personnel to contact when the work begins.
2. Type or print the requested information clearly.

B. Step Two: Submit the request.

1. Forward the completed request to the LAN Office by fax: 301-846-5762/Recipient: LAN Office; or by interoffice mail: LAN Office/Building 430.
2. Please note that requests that do not include a point of contact may be delayed.

C. Step Three: Assess the time to completion.

1. Once submitted, the time for completion of the request will depend on a number of factors, including the scope of work, scheduling of FME personnel, and relation to other work being done in the room.
2. Direct questions to the Advanced Biomedical Computing Center (ABCC) Help-desk, 301-846-5555.

VI. Attachments

(NONE)

VII. Records

The ABCC LAN Office will maintain all user account records.

Section D: Acquisition and Logistical Services (ALS)/Purchasing

STANDARD PROCESS

Section D: Acquisition and Logistical Services (ALS)/Purchasing
Number/Title: **D301/Cellular / Wireless Communications**
Date Issued: June 19, 2003
Revision:
SP Contact: Supervisor, Acquisitions Support Group, ALS, 301-846-5415

I. Purpose

This Standard Process (SP) facilitates an effective wireless communications program for contractor personnel within NCI-Frederick that ensures the integrity of NCI-Frederick resources. This SP addresses the criteria for eligibility in the program, establishes its operating procedures, and assigns responsibility for the acquisition and management of these resources.

II. References

International Merchants Purchase Authorization Card (IMPAC)

Internal policies and procedures

"Wireless Justification" form (cellular and pagers)

"PDA Justification" form

"Monthly Usage Certification Form"

III. Definitions

HR: Human Resources

IMPAC: International Merchants Purchase Authorization Card

PDA: Personal Digital Assistant, a hand-held device

- **Capabilities**

  Organizer – Can be used to access a calendar, address book, and task list

  E-mail – Read, compose, forward, or reply to messages

  Messaging – Create memorandums/letters to be sent via PDA or saved to Personal Computer

  Cellular phone – Full-featured mobile phone capabilities; text messaging is available

  Web access – Retrieve information from the World Wide Web

  Synchronize – Synchronize PDA with Personal Computer

- **Standard Model, Blackberry 6280**

  Has built-in backlit QWERTY keyboard (standard keyboard for typewriters, PCs, and Blackberries).

  Camera feature is not allowed for security reasons.

Cellular Telephone: Hand-held telephone used to make calls locally, nationally, or internationally with the following capabilities:

Text Messaging – For sending short messages; messages should not be longer than a few hundred characters. The term is usually applied to messaging that takes place between two or more mobile devices.

Standard Model: Nokia 6350 (standard models are upgraded by the vendor periodically). Camera feature is not allowed for security reasons.

Pager: A one-way FM receiver capable of being signaled utilizing an audible alert, a voice message, or a numeric or alphanumeric message displayed using a liquid crystal display (LCD) or light-emitting diodes (LED).

SP: Standard Process

IV. Scope

A. Wireless communication privileges will be granted only to contractor employees whose director has determined there is a job-related need to access staff from locations other than the employee's normal work site. The OTS contractor will consider only individuals who meet at least one of the following criteria:

1. Job requires monitoring and managing work-related duties during non-duty hours, or
2. Employee is to perform official duties while not at his/her normal work site (e.g., on official travel or at home) and has a job-related need to contact staff or others.

B. Individuals may be provided use of wireless communications if:

1. employed by SAIC-Frederick, Inc., or other contractors,
2. it is to be used for official business only,
3. resources provided are effectively safeguarded, and
4. management deems it necessary in support of the NCI-Frederick mission and it is of sufficient frequency and duration to justify the cost.

Personal inconvenience in the use of the employee's own private telephone or work phone is not a reason to grant wireless communication privileges.

V. Processes/Guidelines

A. Obtaining Wireless Equipment

1. Step One: Obtain Approval

Complete the appropriate "Cellular/Wireless Justification" or "Personal Digital Assistant (PDA) Justification" form (download forms from http://web.ncifcrf.gov/campus/als/forms.stm), and get the program area's directorate-level approval. The justification must address the criteria previously mentioned for consideration. When completed, the "Cellular/Wireless Justification" form will be forwarded to the appropriate program director for approval. Once approved, it will be routed to the SAIC-Frederick, Inc., internal auditor (located on Thomas Johnson Drive) for review.

2. **Step Two: Purchase a Cellular/Wireless Plan**

   The auditor will forward the approved justification form to the Purchasing Department, Building 1050, to initiate the cellular/pager procurement. All PDAs will be procured by the International Merchant's Purchase Authorization Card (IMPAC) holder within the program area after the appropriate approvals have been obtained. The Purchasing Department will apprise the requester of the standard plans in place with the primary and secondary holders of the cellular service contracts. If there is any deviation from the standard phones and services offered, additional justification of use will be required. All cellular/wireless equipment and/or services must be purchased, not leased, and billed against the IMPAC.

B. Responsibilities

1. **Purchasing Department**
   a. Competes the wireless contracts to establish standardized primary and secondary contracts with vendors.
   b. Contacts the individual requesting the wireless contract and service contracts to determine the level and type of service required.
   c. Contacts the vendor to initiate the procurement of the wireless equipment, service, and accessories with the primary or secondary contract holders as well as maintaining a database of all wireless equipment.
   d. Initiates the cancellation of wireless equipment service when notified, handles billing issues the requester can not resolve, and any IMPAC-related matters that arise from billing.
   e. Notifies the Property Department to decal the equipment.
   f. Notifies the requester when the equipment is ready to be picked up from Building 1050.
2. **Internal Audit Department**
   a. Reviews the "Cellular/Wireless Justification" forms and forwards these to the Purchasing Department.
   b. Audits wireless service. The following applies to all personal calls:
      (1) SAIC-Frederick, Inc., Wireless Communication policy discourages costs associated with personal calls on any company-provided cellphone or communicating PDA with cellular capabilities.
      (2) Each employee is required to review his or her company-provided wireless bill, complete the "Monthly Usage Certification Form," and forward it to the General Accounting Department (located on Thomas Johnson Drive). If personal calls were made, the following steps must be taken to reimburse SAIC-Frederick, Inc., for use.

Step 1: Indicate on the bill which calls are personal.

Step 2: Remit reimbursement for calls with the submission of the wireless bill and IMPAC reconciliation. Payment should be made by check, payable to SAIC-Frederick, Inc.

(3) The amount of reimbursement due is calculated as follows:

________ Number of personal calls x $0.80 =	$___________
Long distance and roaming charges (applicable to personal calls made)	$___________
Total due	$___________

NOTE: All personal calls, even those in which no charge is associated with the call (included in plan minutes) to include incoming as well as outgoing personal calls, are to be reimbursed at $0.80 a call. If a personal call results in long distance and roaming charges, these charges should be reimbursed in addition to the $0.80 per call.

Twice a year, the Internal Audit Department will evaluate the standard reimbursement rate (currently, $0.80/call) and communicate that information to all employees.

(4) Monthly, SAIC-Frederick, Inc., internal auditors will monitor all call activity for SAIC-Frederick, Inc., cellular services. Any calls deemed to be personal, for which reimbursement has not already been made, will be referred to the wireless equipment user for clarification.

3. Property Accountability Department

a. Decals wireless equipment for accountability.

b. The Property Department and/or the Human Resources Department notifies the Purchasing Department when an individual has terminated employment or transferred to a different program/department.

4. Requester

a. Completes the appropriate “Cellular/Wireless Justification” or “Personal Digital Assistant (PDA) Justification” form and submits the completed form for approval through the program director. The “Monthly Usage Certification Form” must be attached to each bill before submitting the bill to General Accounting (located on Thomas Johnson Drive).

b. Routes the “Cellular/Wireless Justification” or “PDA Justification” form to the Internal Auditing Department (located on Thomas Johnson Drive) for review prior to any purchase.

c. Maintains equipment and reports any damage or loss to the Property Department.

d. Notifies the Purchasing Department if changes to the wireless equipment service and/or additional components are required (excluding cases and batteries).

e. Reviews each wireless bill when it is received, verifies accuracy of the invoice, and attaches “Monthly Usage Certification Form.” Identifies any costs that were incorrectly billed, determines if personal calls were made or received, and indicates such calls as “personal” on the invoice.

f. In the event personal calls were made or received, submits reimbursement with the completed form to the IMPAC cardholder for inclusion with the Statement of Account to the General Accounting Department (located on Thomas Johnson Drive).

g. Upon termination of employment, turns in wireless equipment to the property custodian for the program area or the IMPAC cardholder against which the service(s) are being billed.

5. Cardholder

a. Ensures that the requester of wireless service has completed the “Monthly Usage Certification Form” for submission of the Statement of Account to the General Accounting Department (located on Thomas Johnson Drive).

b. Ensures that the appropriate property transfers have been completed and forwarded to the Property Accountability Department upon the termination or transfer of requester of the wireless service.

6. Reimbursement of Business Calls Made from a Personal Phone

If an employee is required to make business calls from his/her personal phone, the employee may be reimbursed for expenses if properly justified.

Requirement for Reimbursement

a. If the call was made from a stationary phone (home phone), the employee will be reimbursed for any long distance charges incurred and must provide:

(1) Evidence of charges incurred (copy of phone bill)

(2) Purpose of each call, to whom the call was placed, and the necessity of the call

(3) A completed and approved “General Expense Report” form.

b. If the call was made from a personal cell phone, the employee will be reimbursed at the rate of $0.80 per call plus any applicable air, roaming, and long distance charges incurred and must provide:

(1) Evidence of charges incurred (copy of phone bill)

(2) Purpose of each call, to whom the call was placed, and the necessity of the call

(3) A completed and approved “General Expense Report” form.

c. The “General Expense Report” form will be submitted to the Accounts Payable department (located on Thomas Johnson Drive) for reimbursement.

d. All requests for reimbursement should be submitted within 90 days of the date the charge was incurred. If an employee is assigned company-provided wireless equipment, it is expected all business calls will be placed using this equipment, thus eliminating the need for reimbursement.

VI. Attachments

Attachment 1, Frequently Asked Questions

VII. Records

The ALS Acquisitions Support Group will maintain all records.

Frequently Asked Questions
Wireless Communication Program

Q: What processes are required to purchase a cellular phone, pager, or Personal Digital Assistant?

A: Complete a "Cellular/Wireless Communications Justification" form, and forward it to the appropriate program directorate for approval. Once approved, forward the completed form to the attention of the Internal Auditor, 92 Thomas Johnson Drive, Suite 250, Frederick, MD 21702, for review. After the justification is reviewed for completeness, the internal auditor will forward it to the Purchasing Department for processing. The wireless program coordinator, extension 1716, will contact the individual who will be using the equipment to determine what level of service is best suited for the requester's needs. A checklist is used to determine the requirements. Once the type of service/equipment has been determined, the wireless program coordinator will place the order with the appropriate vendor.

Q: How long before the equipment is received?

A: The equipment usually arrives in 3 to 5 days, and is delivered directly to the wireless program coordinator, who contacts the Property Department to ensure the equipment is properly identified with a decal prior to release to the requester. The wireless program coordinator contacts the requester for pick-up of the equipment from Building 1050.

Q: Can an individual purchase the cellular phone, pager or PDA and be reimbursed?

A: No. All wireless communication equipment and accessories must be purchased using an IMPAC (Visa Procurement Card). If there is no IMPAC cardholder in the program area, please contact the Purchasing Department for information on how to request an IMPAC.

Q: Is there a specific vendor through whom cellular phones must be purchased?

A: Yes. The Purchasing Department has issued contracts to several vendors, presently Verizon, AT&T, and Cellular One.

Q: Is there a specific vendor through whom PDAs must be purchased?

A. Yes. The Purchasing Department has issued contracts to two vendors, Verizon and AT&T for communicating PDAs and service.

Q: What do I do if I transfer to a different program area or I terminate my employment?

A: When an employee terminates or transfers, he or she is required to go through a check-out procedure. The equipment should stay with the program area and be turned in to either the IMPAC cardholder or the property custodian for the program. The employee will check out through the Property Office, who will notify the Purchasing Department. The Purchasing Department will contact either the IMPAC cardholder responsible for the service or the property custodian and make a determination to cancel the service or reissue the equipment to another employee after appropriate approvals are acquired.

Q: What do I do if my wireless equipment is not working properly?

A: Contact the wireless program coordinator, extension 1716, for repair or replacement.

Q: Are personal calls allowed on a business cellular phone?

A: Personal calls are discouraged unless there is an emergency. If an emergency arises and a personal call is placed, indicate which calls were personal (either highlight or underline) on the invoice, attach a personal check to the invoice for the total amount due along with a signed cellular wireless "Monthly Usage Certification Form."

Q: Where can the "Cellular/Wireless Justification" form, the "PDA Justification" form, and the cellular wireless "Monthly Usage Certification Form" be obtained?

A: The forms can be obtained through the Purchasing Department or the ALS Web site, http://web.ncifcrf.gov/campus/als/forms.stm.

Q: What is considered standard wireless equipment?

A. The Purchasing Department and Internal Audit Department determined what is considered standard equipment. All equipment will have the necessary accessories to allow the justified functions requested by the end user, with no allowances for cameras, for security reasons.

STANDARD PROCESS

Section D: Acquisition and Logistical Services (ALS)/Purchasing
Number/Title: **D302/Scientific and Support Equipment Service Contract Process**
Date Issued: January 2005
Revision:
SP Contact: Supervisor, Purchasing Services Group, ALS, 301-846-1127

I. Purpose

This Standard Process (SP) provides guidelines for establishing and maintaining service contracts in a cost-effective and expeditious way. This process will help to maintain effective communications between all parties involved (end user, the service contract buyer [Purchasing Department], contract vendor, and Equipment Maintenance [EM] [Purchasing Department]) and to ensure proper documentation of all transactions.

II. References

"Service Contract Addition" form, ALS form SC01, accessible at http://web.ncifcrf.gov/campus/als/sca/

III. Definitions

EM: Equipment Maintenance

FME: Facilities Maintenance and Engineering

PM: Preventive maintenance

PR: purchase request

SCA: Service contract addition

SCB: Service contract buyer

IV. Scope

This Standard Process covers the establishment and maintenance of service contracts for scientific and support equipment at the NCI-Frederick facility.

V. Processes/Guidelines

A. Service Contract Equipment

1. A service contract must create a clear service, and technical or financial advantage for the end user or the facility. Examples:
   a. Equipment requiring a consistent response time, as in production situations or patient-related research;
   b. Equipment that requires calibration and or certification;
   c. Equipment in high-risk areas;
   d. Equipment that is heavily used;
   e. Equipment that requires a high volume of programmed maintenance or repair;
   f. Equipment that has an exclusive servicing vendor; and

g. Equipment that is relatively new technology.

2. Service contracts are not generally established for the following:
   a. Equipment routinely serviced and maintained by Facilities Maintenance and Engineering (FME);
   b. Equipment that has identical types in the same area (i.e., redundant equipment available);
   c. Equipment with solid low-maintenance histories;
   d. Equipment that can be maintained in a timely and economical fashion by local vendors;
   e. Equipment that is low-cost and more easily replaced than maintained.

B. End User's Responsibilities

1. New contracts and additions

   Using the "Service Contract Addition" form (download at http://web.ncifcrf.gov/campus/als/sca), the end user provides all applicable information necessary to establish a service contract (i.e., description, model, serial number, property decal number, location, contact name, responsible project/center number, desired start date and any other pertinent information sent to the end user by the vendor. Information on any modular attachments or accessories is also required).

2. Cancellations
   a. The end user notifies EM when equipment on the service contract is to be transferred to surplus, scrapped, relocated to another facility or project, or the service contract is no longer required.
   b. Written notification should include property decal number, description, model, serial number, location, and desired cancellation date. When possible, notice should precede the desired cancellation date by 30 days.

3. Active service contract
   a. The end user furnishes to EM copies of all service reports provided by the vendor upon completion of any service/maintenance.
   b. The end user provides written documentation of any vendor performance issues and any other information pertinent to equipment status (i.e., change in location; change in contact; change in center number, etc.).

C. Equipment Maintenance's (EM's) Responsibilities

1. Establishing or adding to a service contract

a. Using information provided by the end user, EM generates a service contract work order, prepares a purchase request (PR), and forwards to the service contract buyer (SCB) for appropriate action.

b. EM checks the status of the request with the SCB within 2 working days of the initial request (if the Purchasing Department has not already advised) and then periodically thereafter, but in no event shall the request extend beyond a 5-working-day period without action.

c. EM notifies the end user, via e-mail, when the requested action is complete.

2. Cancellations

a. Upon receipt of written notification by the end user, EM submits a cancellation request (via e-mail) to the SCB the requested action.

b. EM checks the status of the request with the SCB within 2 working days of the initial request (if the Purchasing Department has not already advised) and then periodically thereafter, but in no event shall the cancellation request extend beyond a 5-working-day period without action.

c. EM notifies the end user (via e-mail) when the requested action is complete.

3. Active Service Contact

a. EM is responsible for monitoring changes provided by the end user or vendor to service contract equipment covered under a service contract and ensuring that EM databases are updated.

b. The end user must still follow Property Management policies and procedures for tracking equipment.

c. EM maintains proper documentation of vendor performance as it relates to meeting specifications of the service contract to include preventive maintenance (PM) visits, response time, and quality of work. This responsibility includes notifying end users of any changes in equipment status provided by the vendor (i.e., equipment no longer covered or obsolete, or equipment that is beyond its documented useful life, and coverage under a service contract would no longer be financially advisable).

d. EM also provides written notification to the SCB of any vendor violation of the service contract.

e. Monthly, EM provides to the appropriate contact person a list of equipment that will expire in approximately 90 days. Response from the contact person will be expected within 30 days. No response will initiate automatic renewal.

D. The SCB's Responsibilities

a. The SCB promptly processes all requested actions.

b. The SCB provides status to EM of service contract addition, deletion, or change requests within 2 working days, but in no event shall request extend beyond a 5-working-day period without action.

c. Upon completion of the requested action, the SCB provides a copy of the purchase order, signed solicitation, and all other pertinent paperwork for the service contract to EM.

VI. Attachments

(NONE)

VII. Records

The ALS Purchasing Services Group will maintain all records.

STANDARD PROCESS

Section D: Acquisition and Logistical Services (ALS)/Purchasing
Number/Title: **D303/Request for Vendor Service on Equipment**
Date Issued:
Revision:
SP Contact: Scientific Equipment Support Specialist, Purchasing Services Group, ALS, 301-846-1127

I. Purpose

This Standard Process (SP) provides guidelines for obtaining service on equipment from an outside vendor. This process will help to maintain effective communications between all parties involved (end user, vendor, Property and Equipment Maintenance [EM]) and to ensure proper documentation of all transactions.

II. References

Request for Vendor Service (RVS), accessible at http://web.ncifcrf.gov/campus/als/RequestVendor/

III. Definitions

EM: Equipment Maintenance

RVS: Request for Vendor Service

IV. Scope

This SP is for equipment that is the property of NCI-Frederick, SAIC-Frederick, Inc. The "Request for Vendor Service" (RVS) form is used for time and material repairs, service contract service and repairs, and warranty service and repairs from outside vendors.

V. Processes/Guidelines

Vendor Service on Equipment

1. The requester completes an RVS form online at http://web.ncifcrf.gov/campus/als/RequestVendor/.
2. After completing the RVS form, the requester clicks on the "Make Printable" button and faxes the signed and completed form to EM.
3. The requester must complete the Work Authorization Tag section.
4. EM will contact the vendor to perform the service or repair needed.
5. Upon completion of the requested service or repair, the requester signs the vendor's service report. The requester then forwards it to EM (Building 1050).

VI. Attachments

(NONE)

VII. Records

The ALS Purchasing Services Group will maintain all records.

Section E: Environment, Health, and Safety (EHS)

STANDARD PROCESS

Section E: Environment, Health, and Safety (EHS)/Environmental Protection
Number/Title: **E301/Application for a Radiation Program at NCI-Frederick**
Date Issued: November 2003
Revision:
SP Contact: Radiation Safety Officer, EHS, 301-846-1902

I. Purpose

This Standard Process (SP) establishes the format, process, and assignment of responsibility for the creation of a new radiological program at the NCI-Frederick. SPs define the responsibilities and methodology for planning, organizing, performing, reporting, and controlling activities in a consistent, timely, and high-quality manner in accordance with identified requirements..

II. References

NCI-Frederick *Radiological Safety Manual*, http://home.ncifcrf.gov/ehs/uploadedFiles/RadiationManual.pdf

NCI-Frederick "Radiological Isotope Program Application," http://home.ncifcrf.gov/ehs/uploadedFiles/Radiological_Program_Application.pdf

NCI-Frederick "Radiological Training and Experience" form, http://home.ncifcrf.gov/ehs/uploadedFiles/Radiological_Training_and_Experience.pdf

NCI-Frederick "Radiation Safety Program for New Users," http://home.ncifcrf.gov/ehs/ehs.asp?id=56

Code of Federal Regulations (10 CFR 19)

Current Nuclear Regulatory Commission Broad-Scope License

III. Definitions

EHS: Environment, Health, and Safety

Radiological principal investigator (PI): Individual directly responsible for a specific project under an approved radiological program issued in writing by the NCI-Frederick

Radiation Safety Committee: Committee established by the PI, SAIC-Frederick, Inc., to ensure that all sources of ionizing radiation at NCI-Frederick are used safely and in compliance with all applicable regulations, and to direct the operation of the Radiation Safety Office. Reports to the PI, SAIC-Frederick, Inc.

Radiation safety officer (RSO): The operational agent of the Radiation Safety Committee; functions under the technical direction of the Radiation Safety Committee

SP: Standard Process

IV. Scope

This SP applies to all individuals applying for a radiological program at the National Cancer Institute at Frederick.

V. Processes/Guidelines

A. Step One: Package preparation

The proposed radiological principal investigator (PI) prepares a radiological program application package as follows:

1. Complete "Radiological Program Application." The form is located at http://home.ncifcrf.gov/ehs/uploadedFiles/Radiological_Program_Application.pdf.
2. Fill out "Radiological Training and Experience" form for each proposed radiation worker (including the proposed radiation program PI) wishing to manipulate radioactive material at NCI-Frederick. This form is located at http://home.ncifcrf.gov/ehs/uploadedFiles/Radiological_Training_and_Experience.pdf.
3. Ensure that each proposed radiation worker (including the PI) completes NCI-Frederick Radiation Safety Training for New Users (a self-paced computer-based training program). This training is located at http://home.ncifcrf.gov/ehs/ehs.asp?id=56.

   The NCI-Frederick Radiation Safety Office will verify completion of the training via online tracking.
4. Attach copies of all Radiological Protocols to the application.

B. Step Two: Package submittal

The applicant should submit the entire radiological program application package (the completed "Radiological Program Application"; the completed "Training and Experience" forms; and copies of all Radiological Protocols) to the NCI-Frederick radiation safety officer (RSO), Building 426. The RSO will verify completion of the Radiation Safety Training for New Users once the application package has been received.

C. Step Three: Review process

Once the radiation safety officer (RSO) has reviewed and approved the application package, it will be forwarded to the NCI-Frederick Radiation Safety Committee for final approval.

D. Step Four: Approval

If the proposed radiological program is approved, the respective PI will be notified by confirmatory memo from the NCI-Frederick Radiation Safety Committee. The approval process may take several weeks—please plan accordingly.

VI. Attachments

(NONE)

VII. Records

The Environment, Health, and Safety (EHS)/Records Management Office maintains records; retention of records is term of license/employment plus 30 years.

STANDARD PROCESS

Section E: Environment, Health, and Safety
Number/Title: **E302/Enrolling Employees in the Respiratory Protection Program**
Date Issued: November 2003
Revision:
SP Contact: Manager, Occupational Safety, EHS, 301-846-1906

I. Purpose

This Standard Process (SP) establishes the format, process, and assignment of responsibility for enrolling employees on the Respiratory Protection Program (RPP) at NCI-Frederick. SPs define the responsibilities and methodology for planning, organizing, performing, reporting, and controlling activities in a consistent, timely, and quality manner in accordance with identified requirements.

II. References

http://home.ncifcrf.gov/ehs/uploadedFiles/C-11_Respiratory_Protection.pdf

http://home.ncifcrf.gov/ehs/uploadedFiles/Request%20for%20surveillance.pdf

http://home.ncifcrf.gov/ehs/uploadedFiles/Removal%20from%20RPP.pdf

29 CFR 1910.134

III. Definitions

EHS: Environment, Health, and Safety

OHS: Occupational Health Services

OSHA: Occupational Safety & Health Administration

RPP: Respiratory Protection Program

SP: Standard Process

Supervisor: The individual responsible for requesting a hazard assessment for a laboratory

IV. Scope

This SP applies to all employees identified as requiring enrollment on an RPP at the National Cancer Institute at Frederick.

V. Processes/Guidelines

A. Enrollment into the Respiratory Protection Program

Step One: Request for respiratory protection surveillance

1. The supervisor completes the “Request for Respiratory Protection Surveillance Program” form for each employee the supervisor feels should be protected. The form is located on the Environment, Health, and Safety (EHS) Web site at http://home.ncifcrf.gov/ehs/uploadedFiles/Request%20for%20surveillance.pdf.

2. The supervisor forwards the completed form to EHS.

Step Two: EHS evaluation

1. Once EHS receives the request form, a hazard assessment will be conducted, which includes a review of work site controls and the severity of the respiratory hazards to which the employees are exposed.
2. If EHS determines respiratory protection is required, Occupational Health Services (OHS) will schedule a medical evaluation.

Step Three: Medical evaluation

1. During the medical evaluation, OHS will review a respiratory protection questionnaire with the employee.
2. If OHS gives medical clearance, EHS will draft a memo to the area supervisor with the recommended brand and type of respirator for the employee. It is the responsibility of the employee's department to order and purchase respiratory protection equipment.
3. The employee is scheduled for initial respirator training and a respirator fit-test.

Step Four: Fit-test

1. At the fit-testing appointment, the employee will be tested with the same brand, size, and model of respirator to be used in the workplace.
2. It is an Occupational Safety & Health Administration (OSHA) requirement that each employee placed on the Respiratory Protection Program must complete annual respirator training and fit-testing.

Note: All steps are required before the employee is issued a respirator.

B. Removal from the Respiratory Protection Program

Step One: Request for removal

The supervisor completes the "Request for Removal from Respiratory Program" form for all employees the supervisor feels should be removed. The form is located on the EHS Web site at http://home.ncifcrf.gov/ehs/uploadedFiles/Removal%20from%20RPP.pdf.

Step Two: EHS evaluation

1. Once EHS receives the removal form, a hazard assessment will be conducted to determine if the working conditions have changed sufficiently to remove an employee from the program.
2. If an employee's working status changes, the supervisor must notify EHS. (Examples of a change in work status include medical leave, termination of employment, etc.)

Step Three: Return of respirator

Once removal from the program is granted, the employee shall return his/her respirator and cartridges to EHS.

VI. Attachments

(NONE)

VII. Records

The EHS/Records Management Office maintains records; retention of records is employment plus 30 years.

Section F: Facilities Maintenance and Engineering (FME)

STANDARD PROCESS

Section F: Facilities Maintenance and Engineering (FME)
Number/Title: **F001/Maintenance Service Requests**
Date Issued: November 2002
Revision:
SP Contact: Manager, Operations and Maintenance, FME, 301-846-1195

I. Purpose

This Standard Process (SP) clearly defines the process of submitting a planned work order (WO), also known as a maintenance service request (MSR), through the Facilities Maintenance and Engineering (FME) directorate. This standard process applies to all work that does not require immediate attention.

II. References

Facilities Maintenance and Engineering Procedure (FMEP-G-0160) further describes the requirements of this standard process. This procedure may be accessed at http://home.ncifcrf.gov/fme/wo/

http://home.ncifcrf.gov/fme/pdfs/procedures/G160/Procedures.pdf.

III. Definitions

Conceptual approval: Authorization to proceed with design either internally or by Architectural and Engineering subcontract. For jobs estimated to be greater than $50,000, COA is required. For jobs estimated to be less than $50,000, the project team, with involvement of NCI representatives, has the authorization to approve performance of the work scope.

Conceptual estimate: An estimate that defines the bounding design, construction, and FME management costs to allow the program to make planning decisions or to re-scope the work based on availability of funds

COA: Contracting officer approval

Fiscal approval: Authorization to commence the construction activities described within the scope of work document. For jobs estimated to be greater than $50,000, COA is required. For jobs estimated to be less than $50,000, the project team, with involvement of NCI representatives, has the authorization to construct.

Fiscal estimate: An estimate prepared for activities that do not require engineering or in which required engineering has proceeded to the point that system and interface requirements have been identified

FME: Facilities Maintenance and Engineering

MSR: Maintenance service request to the FME organization to perform renovation or alteration of facilities, construction, maintenance, or repair. This request initiates the estimating and execution process used interchangeably with planned work order (see WO).

WO: Planned work order, a common term often used interchangeably with maintenance service request (see MSR)

WORM: Work Order Review Meeting

IV. Scope

This SP applies to all employees submitting requests for maintenance service.

V. Processes/Guidelines

A. Planned work orders are initiated by the issuance of the "Work Order Request" form by the directorate work order contact. Submitting a "Work Order Request" to FME is a simple 3-step process.

1. **Step One:** Identify the requester and appropriate service account.
2. **Step Two:** Identify the point of contact.
3. **Step Three:** Describe key information.

The electronic form for submitting WOs can be accessed through the NCI-Frederick Web site at http://home.ncifcrf.gov/fme/wo/.

B. The directorate work order contact is responsible for submitting WOs requested by his/her directorate to FME using the electronic "Work Order Request" form. Prior to submittal to FME, all WOs should be assessed by the directorate work order contact to ensure that the requested work conforms to the directorate's facility plan and to attain appropriate approvals within the directorate. The requesting directorate initially describes the scope of work and justification for performing the activity, and the center number to which the work will be charged.

C. A representative from the Environment, Health, and Safety Directorate reviews the scope of work and present comments or concerns to the Directorate Support Team project manager. Safety's input is required prior to FME disposition.

D. The Directorate Support Team project manager is responsible for the execution of the WO and directing the project team after the WO is dispositioned at the Work Order Review Meeting (WORM).

E. The manager of FME Project Management and Construction Support is responsible for conducting the WORM and, with input from FME Operations and Maintenance and Project Manager Support personnel, determining whether the work scope is estimated to cost less than $50,000. This group also determines the responsible project manager and whether the work scope should be performed by in-house or subcontract personnel.

F. The Directorate Project Team project manager is the focal point in the execution of the planned work order process. The project manager

1. is responsible for the overall activities on all phases of the project, including technical liaison on a day-to-day basis with the client and with construction.
2. is responsible for assuring that the team understands customer requirements and priorities.
3. After the WORM, convenes team members to clarify the scope of the WO in sufficient detail that a cost estimate can be prepared.

G. While any NCI-Frederick employee can submit a WO request to FME, fiscal approval from an authorized party is required to fully execute the request. In many cases, the "requester" is the person with fiscal authority for this area, and another party is listed as the "contact" for the request. No work can proceed without available funding for the project. The directorate project team representative is responsible for assigning funding to the project before the work can proceed.

VI. Attachments

(NONE)

VII. Records

All planned work order/maintenance service request information is retained by FME in a project file.

STANDARD PROCESS

Section F: Facilities Maintenance and Engineering (FME)
Number/Title: **F002/Processing Trouble Calls**
Date Issued: November 2002
Revision:
SP Contact: Trouble Desk, FME, 301-846-1068

I. Purpose

This Standard Process (SP) clearly defines the process of submitting a request for response to a facility or equipment failure or concern.

II. References

Building Coordinators List, at http://home.ncifcrf.gov/fme/coordinators.asp

http://home.ncifcrf.gov/fme

III. Definitions

FME: Facilities Maintenance and Engineering

Trouble Call: A work request to repair malfunctioning equipment or correct an abnormal facility condition that requires immediate or near-term attention. Typically, this request requires only FME shop action.

IV. Scope

This SP applies to all employees requesting trouble calls.

V. Processes/Guidelines

A. Trouble calls are initiated either by a phone call to the Facilities Maintenance and Engineering (FME) Trouble Desk at (301-846-1068) or via an e-mail to trbldesk@ncifcrf.gov. This e-mail address can be accessed through the NCI-Frederick Web site at http://home.ncifcrf.gov/fme/.

B. Any NCI-Frederick employee can initiate a trouble call; however, it is recommended that the problem be coordinated with the responsible building coordinator. The requester will be asked to provide a phone number, project number (center number) to which the work is to be charged, a description of the problem, and the affected building(s) or room(s). If the problem is related to a piece of equipment, the NCI decal number must be provided.

VI. Attachments

(NONE)

VII. Records

The Trouble Desk office will maintain all trouble call records.

Section G: Research Technology Program (RTP)

STANDARD PROCESS

Section G: Research Technology Program (RTP)/Conference Center
Number/Title: **G301/Conference Center Services**
Date Issued: November 2003
Revision:
SP Contact: Assistant Manager, Conference Center, SPGM, 301-846-5865

I. Purpose

This Standard Process (SP) establishes the proper procedures and processes required to use the various functions of the Conference Center. This process addresses the criteria used to most efficiently use the center space for both the individual requester and the NCI-Frederick community as a whole.

II. References

403-91, Seminar Information Form

Policy and Procedure No. 204, Meal/Light Refreshment Reimbursement

SP B502, NCI-Frederick Meal/Light Refreshment Reimbursement Guidelines

III. Definitions

ALS: Acquisition and Logistical Services

A/V: Audio/visual

CCR: Center for Clinical Research

SP: Standard Process

VTC: Video teleconferencing

IV. Scope

This SP applies to all employees and individuals providing services in support of NCI-Frederick.

V. Procedures/Guidelines

The Conference Center staff is responsible for scheduling conference rooms A and B, the auditorium, and the Executive Boardroom in Building 549; the Café room in the cafeteria; conference room 103 in Building 426; and conference room 11-61 in Building 560.

A. Reserving Space for a Meeting

The requester calls the Conference Center staff to check the availability of rooms. When possible, 48 hours' notice is desired. The requester is required to provide the purpose of the meeting, the preferred date and length of time needed, and the number of participants. The Center staff will assign the most appropriate room for the requester's need.

B. Reserving Space for a Large Conference or Symposium

The requester follows the same procedure for scheduling a meeting. However, at least 30 days' advance notice is required to book the space. The center staff will assist in coordinating the event with other departments (i.e., conference planning, catering, maintenance, and labor). An agenda for the conference is requested.

C. Reserving Audio/Visual (A/V) Equipment

A/V equipment (i.e., LCD projector, laptop, overhead) must be requested at the time a room is reserved. A 24-hour notice is required to reserve equipment for use in another NCI-Frederick building. The requester is responsible for picking up, signing out, and returning the equipment to the Center office promptly after use.

D. Entering Seminar Information on the Web Calendars

Requesters complete the "Seminar Information Form" (# 403-91), which is available at the Center office. The requester indicates on the form the calendar or calendars to which the information is to be added—the NCI-Frederick, Center for Clinical Research (CCR), or NIH calendar.

E. Arranging Video Teleconferencing (VTC) within the NIH System

The requester contacts the Center staff at least 48 hours in advance to reserve a room. The requester provides the date and time of the VTC; number of participants at the NCI-Frederick location; far-end location (including city, building, and room number); type of VTC equipment at the far end (PictureTel, Tandberg, Polycom, etc.); name and phone number of the far-end contact person; and the VTC dial-in number. The Center staff will assist in obtaining this information, if needed.

F. Arranging Video Teleconferencing (VTC) outside the NIH System

The requester provides the same information required for scheduling a VTC within the NIH system. The Center staff will arrange for a video bridge to link to all participants and locations to participants outside the NIH videoconference system. Some of these services may incur a cost that will be charged to the requester.

Note: All Conference Center rooms scheduled by the Center staff, except the Café, have VTC capability.

G. Audio/Visual (A/V) Assistance with Seminars, Meetings, and Symposia

The Center staff will assist with A/V requirements for seminars, meetings, and symposia, including setting up A/V equipment in reserved rooms; collecting multiple presentations for large symposia and loading onto a laptop; providing microphones and laser pointers; setting up a switch for use with multiple laptop presentations; and providing personnel to operate the camera for video teleconferenced or taped meetings.

Note: These services must be requested prior to the event. Presentations to be loaded on a laptop are to be e-mailed to the staff at least 48 hours in advance.

H. Food Service

1. Catering for special events may be arranged internally through the NCI-Frederick Café by contacting the cafeteria manager. Outside caterers may also be used. The Center staff will assist in arranging for an area for food and beverage setup. All caterers are responsible for cleaning up and removing trash after the event.

2. No food or beverage is allowed in the Executive Boardroom. The small reception areas may be used for food/beverage setup.

Note: The requester is responsible for following HHS and SP B501 guidelines when providing refreshment for meeting participants.

I. Vendor Shows

Vendor shows are allowed in the Conference Center and are open to the NCI-Frederick community. The vendor is responsible for contacting the Acquisition and Logistical Services (ALS) Purchasing Department for approval to conduct a vendor show or seminar.

J. Switchboard Functions

1. The Center staff is responsible for the operation of the NCI-Frederick switchboard. The switchboard operates Monday through Friday, 8:30 a.m. to 5:00 p.m., and the operator maintains a current listing of all NCI-Frederick employees.
2. Dialing information or assistance in dialing outside the facility is available by dialing “0” for the operator. For international calls, requesters must have an authorized international 4-digit code.
3. The operator is responsible for ordering flowers, planters, or donations for deceased employees and their immediate relatives. This service is available by dialing “0” for the operator. To determine eligibility and to order flowers, requesters must provide the following information:

Employee’s name and address; employee’s program; deceased’s name and relationship to employee; name, address, and phone number of the funeral home; and date of the funeral.

VI. Attachments

(NONE)

VII. Records

The Conference Center will retain seminar and calendar information for one year.

Section H: Human Resources (HR)

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H001/Avoidance of Personal Services**
Date Issued: January 2003
Revision:
SP Contact: Director, HR, 301-846-5193

I. Purpose

As outlined in the government's contract with SAIC-Frederick, Inc., it is the responsibility of the contractor (SAIC-Frederick, Inc.) to ensure that no personal services relationships occur. The purpose of this Standard Process (SP) is to create a clear understanding of personal services and to set forth guidelines under which SAIC-Frederick, Inc., and government employees must operate.

II. References

(NONE)

III. Definitions

Current Operations and Technical Support (OTS) Contract No. NO1-CO-12400 contains the following language in Part I, Section B, Article B.4.q: "The contractor shall ensure, by appropriate management lines of authority within the contract organization, that within the meaning of FAR Subpart 37.104 no personal services relationships occur. Within the formal assignment of work and staffing allocation to SAIC-Frederick, Inc., all SAIC-Frederick, Inc., positions shall be assigned to an SAIC-Frederick, Inc., organization that justifies the position and selects the employee. All SAIC-Frederick, Inc., employees shall have an identified SAIC-Frederick, Inc., supervisor who is responsible for their assignment of work, assessment of performance and resulting pay adjustments and working conditions. The SAIC-Frederick, Inc., supervisor is responsible for interacting with the NCI customer on the assignment of work, work expectations, and the level of performance provided by the SAIC-Frederick, Inc., employees. All employees assigned to off site locations shall be routinely reminded that they work for SAIC-Frederick, Inc., not the government, and be advised that they must not take "supervisory direction" from the government customers. When non-exempt employees are located at an off site location, the SAIC-Frederick, Inc., supervisor shall be located at that work site."

FAR: Federal Acquisition Regulation

HR: Human Resources

OTS: Operations and Technical Support

Personal Services: A contract that creates an employer-employee relationship between the government and the contractor's personnel. The government is normally required to obtain employees by direct hire under competitive appointment or other procedures required by civil service laws. Unless congress specifically authorizes acquisition of the services by contract, obtaining personal services by contract rather than by direct hire circumvents those laws. (Source: Federal Acquisition Regulation [FAR] 37.104, *Personal Services Contracts*).

SOW: Statement of Work

SP: Standard Process

IV. Scope

This SP is applicable to all employees of SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Avoidance of Personal Services in the Recruitment Process

1. Establishment of the Position Vacancy

a. New position: If a new position is needed, a requirement is issued by the contracting officer to SAIC-Frederick, Inc., based on the Statement of Work (SOW) prepared by a government requester.

b. The cognizant SAIC-Frederick, Inc., manager, working in concert with the SAIC-Frederick, Inc., Human Resources (HR) Department, will identify the skill level and job classification required to perform the requested SOW.

c. This staffing level and associated cost will be included in a formal response to the government requirement.

d. The government contracting officer, project officer, and requester will review the response and approve recruitment for the position.

2. Approved Vacant Position

Once the vacant position is approved, the SAIC-Frederick, Inc., HR Department will begin recruitment.

2.1 Procedures to Avoid Personal Services

a. Government employees may not influence the hiring decision; therefore, it would be inappropriate for a government employee to identify specific candidates and/or provide resumes of candidates directly to SAIC-Frederick, Inc.

b. All qualified candidates must forward resumes directly to SAIC-Frederick, Inc., in response to formal job postings.

c. In the event that a government employee has knowledge of potential candidates, he/she should direct such candidates to the formal job posting Web site: www.saic.com or www.ncifcrf.gov.

d. Discussions of the job duties or compensation relating to SAIC-Frederick, Inc., position vacancies should not be held between government employees and potential candidates.

e. Discussions of specific candidates should not be held outside of formal search committees. At no time should discussions relating to candidate salary offers be held between government employees and SAIC-Frederick, Inc., hiring managers, HR Department staff, and/or candidates.

f. Government employees may not interview candidates for SAIC-Frederick, Inc., positions unless as part of a search committee and for the purpose of assessing a candidate's technical credentials.

g. General discussions between SAIC-Frederick, Inc., hiring managers and government employees regarding candidate qualifications as related to the SOW for the position are acceptable.

3. Interviewing and Selection

a. Interviewing and selection of employees is the exclusive responsibility of SAIC-Frederick, Inc.

b. The HR Department will source and screen candidates, present qualified candidates to hiring managers, validate final hiring selections, determine salary offers, and extend all offers.

c. In some circumstances, typically involving senior-level positions, a search committee may be established to review, interview, and recommend candidates for hire.

d. From time to time, SAIC-Frederick, Inc., may decide to include government employees in this review process for the purpose of validating the candidate's technical credentials; however, the government employees may not participate in the final hiring decision.

4. Negotiating Salary Offers

a. It is the exclusive responsibility of SAIC-Frederick, Inc., to extend all offers of employment and to negotiate contract salary terms and conditions with the selected candidate.

b. Offers shall be within the framework permitted by the Wage and Salary program approved by NCI for use under the Operations and Technical Support (OTS) Contract.

c. In conjunction with contract provisions, individual salary offers may be discussed with the government contracting officer as appropriate. All job offers will clearly delineate SAIC-Frederick, Inc., as the employer and clearly state the name and title of the new employee's supervisor.

4.1 Procedures to Avoid Personal Services

Government employees may not discuss compensation issues with SAIC-Frederick, Inc., hiring managers or HR staff without the express approval of the NCI contracting officer. In no case may a government employee discuss compensation issues with the candidate.

5. Orientation of New Staff

SAIC-Frederick, Inc., is responsible for providing a thorough and appropriate orientation to all new employees, regardless of the location at which they will work. In addition, employees working at selected off-site locations may receive additional safety-related briefings at the work site.

5.1 Procedures to Avoid Personal Services

a. New employee orientation sessions will include a reminder to new employees that they work for SAIC-Frederick, Inc., and will cover the concept of personal services in general.

b. Individual SAIC-Frederick, Inc., supervisors will be responsible for reinforcing these concepts at the department level on a routine basis.

c. Supervisors will advise new employees that matters related to their employment should not be discussed with government staff.

B. Avoidance of Personal Services Relating to Employment Actions

1. Performance Evaluation

When preparing individual employee performance appraisals, the SAIC-Frederick, Inc., manager may seek input from appropriate government employees, with the understanding that the government employees are providing "customer satisfaction feedback." Such feedback may be written or verbal; however, at no time would a government employee directly complete the SAIC-Frederick, Inc., "Performance Appraisal" form.

2. Assignment of Work

a. Work is to be assigned by the SAIC-Frederick, Inc., supervisor in accordance with the established SOW.

b. Any changes or additions to the SOW should be routed through the government contracting officer for approval and execution of a written requirement to the contractor.

c. While government employees may not make work assignments directly to SAIC-Frederick, Inc., employees, it is appropriate for them to discuss assignments and expectations with the employee's SAIC-Frederick, Inc., supervisor.

3. Approval of Leave/Adjusted Work Schedules

The SAIC-Frederick, Inc., supervisor is exclusively responsible for approving leave time and adjusted work schedules while ensuring that the SOW is accomplished effectively. Feedback from the government employee to the SAIC-Frederick, Inc., supervisor is appropriate, should problems arise in completion of agreed-upon work.

4. Approval of Tuition Reimbursement/Training and Development Requests

The SAIC-Frederick, Inc., supervisor is exclusively responsible for approving requests for tuition reimbursement/training and development. Input from government employees is welcome in the same manner as for performance evaluations; however, it is not appropriate for the government employee to set forth any requirements or conditions in this regard.

5. **Disciplinary Action/Termination of Employment**

   SAIC-Frederick, Inc., management and the HR Department staff are exclusively responsible for determining and executing disciplinary or termination of employment actions. Feedback from government employees is welcome in the same manner as for performance evaluations; however, it is not appropriate for a government employee to set forth any requirements or conditions in this regard.

6. **Promotions/Salary Adjustments**

   a. SAIC-Frederick, Inc., management and the HR Department staff are exclusively responsible for determining and executing promotions and salary adjustments.

   b. It is not appropriate for a government employee to set forth any requirements or conditions in this regard. In particular, a government employee should not provide written recommendations or a memorandum of support for such actions unless specifically requested to do so by a member of SAIC-Frederick, Inc., management, in conjunction with a formal submission to the SAIC-Frederick, Inc., Promotion Review Board.

   c. Discussions of compensation should never be held between government employees and SAIC-Frederick, Inc., employees.

7. **Identification**

   a. SAIC-Frederick, Inc., staff shall properly identify themselves as contract personnel when attending meetings, answering telephones, or in situations where their actions could be construed as acts of a government employee.

   b. All practical steps shall be taken to minimize the co-location of SAIC-Frederick, Inc., and government personnel. SAIC-Frederick, Inc., staff shall be assigned to clearly distinguishable space to the greatest extent possible.

VI. Attachments

Attachment 1, NCI-Frederick/SAIC-Frederick, Inc., Responsibilities

VII. Records

The HR Department will maintain all records.

Action	Government Responsibility	SAIC-Frederick, Inc., Responsibility
Definition of Statement of Work (SOW)	Provide detailed specification of work to be accomplished in all SOW statements, task orders, and written directives.	Perform work defined within SOW statements, task orders, and written directions.
Staffing	Provide detailed SOW, including job duties and responsibilities.	Determine appropriate position description; select and hire employees.
Employment decisions	May respond to requests for assessment of a job candidate's technical credentials; however, no involvement, interference, or attempts to influence final employment decisions are appropriate.	Maintain exclusive authority to select, hire, fire, discipline, evaluate, establish hours of work, grant and deny leave requests, determine compensation, and reassign employees.
Technical direction	May provide minimal technical direction that does not include training or instruction of employees or prioritization of work. May not informally modify the SOW.	Supervise day-to-day activities of employees, provide necessary training and instruction, and determine work assignments and priority thereof.
Work location	Ensure that a reasonable observer can distinguish between contractor and government personnel.	Ensure that a reasonable observer can distinguish between contractor and government personnel.
General administration support services (secretarial, clerical, and administrative office support personnel)	Ensure that there is no regular supervision or control over contractor support personnel. Restrict these positions to government staff.	Ensure that all administrative office support personnel report directly to an on-site contractor employee and do not perform such services for government staff.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H002/Use of Government Resources**
Date Issued: August 2003
Revision:
SP Contact: Director, HR, 301-846-5193

I. Purpose

This Standard Process (SP) establishes acceptable limited personal use of government resources, to include, but not limited to, property, supplies, equipment, and computers.

II. References

SAIC Corporate Standards of Business Ethics & Conduct Booklet (SG-1, SG-3)

SAIC Corporate Administrative Manual

III. Definitions

ABCC: Advanced Biomedical Computing Center

Government property: Any property bought and paid for with government funds

Government equipment: Any equipment bought and paid for with government funds, whether considered capital equipment or not

HR: Human Resources

Inappropriate Internet sites: Sites containing any material that would be considered by a reasonable person to be offensive on the basis of race, national origin, religion, age, gender, sexual orientation, or physical capability

OTS: Operations and Technical Support

Paid work hours: Any time that is recorded on the front of an employee's time card as time worked

SP: Standard Process

IV. Scope

This SP is applicable to all employees of SAIC-Frederick, Inc.

V. Processes/Guidelines

It is the policy of SAIC-Frederick, Inc., to ensure that government resources and property are used appropriately. These government resources are made available to contractor employees for the purpose of performing the Operations and Technical Support (OTS) Contract Statement of Work. However, NCI-Frederick has authorized limited personal use of such resources by contractor staff. This use must (1) be incidental and involve minimal or no expense to the government; (2) not interfere with staff productivity; (3) not be used to misrepresent oneself or the organization; (4) not have the potential to cause public embarrassment; (5) not compromise the integrity of any computer system; and (6) not violate any laws or other established policies.

A. General Guidelines for Use of Government Computers and Equipment during Paid Work Hours

1. Use of Computers and Equipment Must Be Job Related

a. Government computers should not be used for personal correspondence or schoolwork.

b. Other government-owned equipment should be used for job-related purposes only.

2. Access to the Internet Must Be Job Related

a. Job-related journals may be accessed for viewing and reading in the same manner as comparable hard copy journals.

b. Personal e-mail accounts should not be accessed on government computers unless for valid job-related reasons.

c. Access to travel Web sites must be limited to work-related travel only.

d. Employees may not search job posting Web sites other than www.saic.com or www.ncifcrf.gov to research current internal job vacancies.

e. Access to Web sites relating to current employee benefits is acceptable (e.g., Vanguard, Sun Life).

f. Use of the Internet for conducting job-related research is acceptable.

B. General Guidelines for Use of Government Computers and Equipment before/after Paid Work Hours

1. Personal Internet access will be treated in the same manner as use of government telephones for personal calls, i.e., brief and necessary use only.
2. Web sites accessed must not be considered inappropriate, nor contain pornographic material. (Accessing such sites is considered gross misconduct and constitutes grounds for termination.)
3. Use of the computer must not interfere with the contract-related work of the department.
4. Use of the computer is not intended to compensate for the fact that an employee does not have access to such equipment at home.
5. No personally owned software/peripheral equipment is to be installed on government computers without prior authorization from the director of the Advanced Biomedical Computing Center (ABCC).

C. The Following Activities Are Prohibited

1. Personal use of government computers during paid work hours.
2. Internet access for nonwork purposes during paid work hours.
3. Accessing of inappropriate, malicious, or sexually suggestive Internet sites at any time.

4. Nonurgent personal telephone calls during paid work hours.
5. Removal of any government property or equipment from the premises without proper authorization and documentation.

D. Responsibilities

1. Each employee is responsible for reading and understanding this procedure. Questions may be addressed to the employee's supervisor, any directorate head, or the director of the Human Resources (HR) Department.
2. Supervisors shall ensure that employees have received and reviewed a copy of this procedure. Further, they will report any potential prohibited activities to the director of the HR Department.
3. IT Systems staff shall be familiar with this procedure and will take necessary action to ensure system security. Concerns will be reported to the director of ABCC or the director of the HR Department for appropriate action.
4. The director of the HR Department shall make an initial assessment of any reports of prohibited activity and take appropriate action.

E. Expectations of Privacy

As outlined in the *SAIC Corporate Administrative Manual*, Policy A-3, there should be no expectation of privacy in the use of computers, voice mail, and electronic mail systems. Employees should understand that these systems are intended for business use, and all computer information, voice mail, and electronic mail messages (active and deleted) are considered government property and are not private, regardless of any password protection.

F. Disciplinary Action for Misuse of Government Equipment and Resources

1. Incidents of unauthorized or inappropriate use shall result in formal disciplinary action, up to and including termination of employment.
2. Incidents involving the violation of laws or regulations shall be reported to the NCI-Frederick contracting officer for action.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H003/Compliance with the Deemed Export Rule**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, 301-846-5366

I. Purpose

This Standard Process (SP) establishes a process for compliance with U.S. regulations governing the access to specific items and technology by foreign nationals. For purposes of the Deemed Export Rule, the term "foreign national" is anyone who is not a "protected individual."

II. References

8 U.S.C. § 1324b(a)(3)

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

This SP is applicable to all employees of SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Background

1. With growth and continued employment of diverse employees, including foreign-born individuals, SAIC-Frederick, Inc., is required to adhere to U.S. government regulations regarding the access to specific items and technology by foreign nationals. For purposes of the Deemed Export Rule, the term "foreign national" is anyone who is not a "protected individual." The term "protected individual" is defined in 8 U.S.C. § 1324b(a)(3) as
   a. A U.S. citizen or national;
   b. An alien lawfully admitted for permanent residence (i.e., an alien possessing a valid Form I-550, or "green card");
   c. An alien resident in the United States since 1982 and subject to the 1986 amnesty statute;
   d. An asylee (recipient of asylum);
   e. A refugee; or
   f. An alien lawfully admitted for temporary employment in connection with certain agricultural jobs.

2. Foreign nationals are persons who do not fall within these definitions and include people who have applied for, but not yet received, status under one of the above categories. Individuals recognized as foreign nationals commonly hold H-1B, L-1, H-3, O-1, TN, or F-1 Visa/J-1 visas if working legally in the United States.

B. Responsibilities

1. The Human Resources (HR) Department and the group export administrator of SAIC-Frederick, Inc., are responsible for the coordination of the completion of the "Export Analysis Questionnaire" for all applicants who are not considered protected individuals.
2. The HR Department shall
   a. Provide applicant-specific data to the hiring manager or appropriate person within the directorate;
   b. Provide an "Export Analysis Questionnaire" to managers for internal transfers of persons not considered protected individuals;
   c. Maintain a database of foreign national employees to reflect any change in protected status; and
   d. Maintain a master file of all completed "Export Analysis Questionnaires."
3. Each directorate shall designate a representative(s) for their program who will be responsible for
   a. Receiving the "Export Analysis Questionnaire" from the HR Department, and
   b. Fully and accurately completing and signing all "Export Analysis Questionnaires."
4. Acquisition and Logistical Services shall
   a. Ensure that outside contractors/subcontractors limit their work force performing on-site at SAIC-Frederick, Inc., to protected individuals; and
   b. Maintain documentation on the status of all personnel proposed to perform work on site.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H004/HR Letters**
Date Issued: January 2005
Revision:
SP Contact: Director, HR, 301-846-5193

I. Purpose

This Standard Process (SP) outlines the guidelines and process for obtaining contracting officer approval (COA) for specific hiring actions and related human resources issues. The formal request is known as the HR letter.

II. References

(NONE)

III. Definitions

C&A: Contracts and Administration

COA: Contracting officer approval

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to actions within SAIC-Frederick, Inc., that have been identified in the contract as requiring contracting officer approval (COA).

V. Processes/Guidelines

A. Policy

HR letters are written to gain COA for specific human resources (HR) actions that aren't covered under an existing Statement/Scope of Work. These actions may include, but are not limited to, unbudgeted position additions, position upgrades, increase in status, position reclassifications, establishment of new positions, and relocation assistance beyond NCI-Frederick *Policy and Procedure* No. 305, Relocation Allowance–Newly Hired Employees. COA must be received in writing prior to action being taken.

B. Procedure

1. The director of the HR Department (or designee) determines if a requested action requires COA.
2. The Finance Department will determine if requisitions require COA.
3. The employment associate drafts the formal letter of request (the HR letter) and gathers all supporting documentation (where applicable) from the requester.
   - The HR letter is created using a standard template format.
   - The program area must provide written justification to accompany the HR letter.

- The HR letter is assigned a sequential number based on the current fiscal year.
- Dates of submission and all "thru" actions are maintained in a tracking spreadsheet.

4. The final HR letter, along with any supporting documentation, is reviewed and signed by the director of the Human Resources Department. Note that HR letters require a "thru" signature if no signed justification letter from the program area is attached.
5. The HR letter package is submitted to the director of Contracts and Administration (C&A), for review and signature. A copy of the signed letter is sent to the HR Department.
6. The HR letter is then submitted to the NCI-Frederick for contracting officer review and signature.
7. When the signed HR letter is returned to the director of C&A, a representative from that office will verbally notify the HR Department that the request has been approved and return the original HR letter.
8. Upon notification of COA approval, the HR Department will proceed with the requested action.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H101/Promotion Review Board Process**
Date Issued: January 2005
Revision:
SP Contact: Manager, Compensation and Benefits, HR, 301-846-1466

I. Purpose

This Standard Process (SP) outlines the guidelines and process for submission of a promotion package to the Promotion Review Board.

II. References

(NONE)

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to all requests resulting in exempt-level promotion up to the Senior Scientist level or equivalent within SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Policy

1. The Promotion Review Board exists to ensure that promotions are granted fairly and appropriately. NCI has granted SAIC-Frederick, Inc., the authority to approve promotions internally, through the Office of the Principal Investigator, Dr. Larry Arthur.
2. Three Promotion Review Boards (Technical/Scientific, Administrative, and Biopharmaceutical/Regulatory) meet three times each year, typically in February, June, and October. Membership on the boards is kept confidential to ensure fairness and impartiality.
3. The Technical/Scientific board consists of six members representing all Life Sciences directorates. Administrative and Biopharmaceutical/Regulatory promotion requests are reviewed by three-member boards and an ad hoc group made up of appropriate subject matter experts selected based on the requests received.
4. There must be a valid organizational requirement for a person at the higher level and a change in scope of work performed, level of responsibility, etc., for a promotion to be warranted (see Attachment 1, Elements of a Promotion Review Package).
5. The Human Resources (HR) Department ensures that criteria for the promotion have been met and obtains the approval from the Promotion Review Board, Finance, and the principal investigator.
6. The HR Department will then coordinate the notification and implementation of the action. Promotional salary adjustments are effective the first pay period after approval by Dr. Arthur.

7. While the decisions of the boards are considered final, requests for appeals of these decisions may be made through the HR Department.

B. Process

1. Once the manager has determined there is a valid organizational requirement and that the individual meets the minimum qualifications for the next level position, the manager submits a request for promotion to the Promotion Review Board. (See Attachment 1 for items to be addressed in the promotion request package.
2. This request is first submitted to the manager's directorate head, who reviews and forwards it to the HR Department for review. The HR Department ensures that all requirements are met.
3. The packages are then sent to individual board members for review prior to the meeting. The board members complete a written report for each request indicating agreement, disagreement, or the need for more information.
4. The HR Department consolidates these written reports in preparation for the meeting.
5. At the meeting, the board reaches consensus on all requests, occasionally having to defer decisions until additional information is collected and considered. While the HR Department staff facilitates the board meetings and records pertinent comments and decision points, they are nonvoting members.
6. The HR Department notifies the requester of pending approval and requests any additional information required. The HR Department coordinates follow-up with the Promotion Review Board members and the final recommendations.
7. The HR Department determines promotional salary adjustments based on cohort score analysis for each approved request, compiles this information on a spreadsheet, and submits it to the Finance Department to verify that the increases can be accommodated in each department's budget.
8. The HR Department prepares a formal request package for submission to Dr. Arthur once the Finance Department verification is received.
9. The HR Department communicates the final approved promotions to the requester and directorate head and provides salary information sheets for those actions. If requests are not approved, an explanation of the rationale for such determination is provided.

VI. Attachments

Attachment 1, Elements of Promotion Request Package

VII. Records

The HR Department will maintain all records.

Elements of Promotion Request Package

1. A memorandum of justification for the proposed promotion describing the change in the work requirements and the individual's qualifications, work experience, academic background, and substantial achievements that substantiate the promotion request. Explain how this employee is currently performing at the higher level. Careful consideration should be given to the level of staffing required for the work scope and the cost associated with a promotion.

   The memorandum should specifically address the following points:

   a. Employee's name, current title, and grade, and proposed title and grade;
   b. Employee's time in current position;
   c. Employee's total years of service;
   d. Employee's academic background;
   e. Employee's major accomplishments;
   f. Organizational needs (change in work requirements); and
   g. Employee's demonstrated commitments.
2. Draft of new job specification in company format if proposing a position that does not currently exist. Contact the compensation area of the Human Resources Department to obtain the job specification format and assistance with this aspect of the package.
3. Employee's most recent performance evaluation. (Any changes in performance since the review should be addressed in the justification.)
4. Employee's current curriculum vitae or resume.
5. For scientific positions, a list of publications (separate abstracts from publications and note in chronological order, starting with the most current).
6. Letter(s) of recommendation or memorandum(s) from senior-level staff other than the supervisor and/or peers within the department (this is typically done for scientific positions, but is not a requirement).
7. Organizational chart (current and proposed).

In addition, promotion requests to L50 Senior Scientist require the following:

8. At least two letters of support from subject matter experts (outside of the department) at the L51 or higher level, or NCI equivalent. Letters must include detailed examples of scientific activities at the higher level.
9. Within the justification memo, the following *must* be described:
   a. The employee's accomplishments and how they contributed to the success of a program. Include information on the program's review/site visit, if appropriate.
   b. The employee's supervisory experience.
   c. The employee's contributions to the scientific community, including participation on committees, attendance at national/international meetings, etc.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H201/Administration of the Family and Medical Leave Act (FMLA) and Short-Term Disability**
Date Issued: January 2005
Revision:
SP Contact: Manager, Compensation and Benefits, HR, 301-846-1466

I. Purpose

This Standard Process (SP) outlines the guidelines and process for leave of absence, Family and Medical Leave, and short-term disability.

II. References

U.S. Department of Labor notice, "Your Rights under the Family & Medical Leave Act of 1993"

NCI-Frederick *Policy and Procedure* No. 318, Leave of Absence

NCI-Frederick *Policy and Procedure* No. 329, Family Leave

"Return to Work Certificate" form

"Health Care Provider Certification" form

"FMLA Application" form

III. Definitions

FMLA: Family and Medical Leave Act

HR: Human Resources

OHS: Occupational Health Services

SP: Standard Process

IV. Scope

This SP applies to all employees of SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Policy

1. All absences of more than three (3) days must be reported to the Human Resources (HR) Department for purposes of administering any leave of absence, Family and Medical Leave, or short-term disability programs.
2. The Family and Medical Leave Act (FMLA) grants eligible employees up to 12 weeks of job-protected leave:
   a. For the birth or adoption of the employee's child;
   b. For the care of the employee's child, spouse, or parent, or other person for whom the employee normally has the responsibility of day-to-day care, who has a serious health condition; or

   c. When an employee is unable to work because of his/her own serious health condition, including a work-related injury or illness.

3. If married employees are both employed at SAIC-Frederick, Inc., and they apply for Family and Medical Leave for the birth or adoption of their child, or the care of a sick parent, then they are allowed a total of up to 12 weeks of Family and Medical Leave between the two of them.
4. All absences of an employee for a number of days on an intermittent basis for the same reason regardless of length of employment, previous use of Family and Medical Leave, or the amount of sick or vacation hours accrued by the employee must be reported to the HR Department for purposes of administering any leave of absence, Family and Medical Leave, or short-term disability programs.

B. Process

1. **The Supervisor has the following responsibilities:**
   a. The supervisor must notify the HR Department if an employee is absent more than three (3) consecutive days or a number of days on an intermittent basis for the same reason, regardless of the length of employment, previous use of Family and Medical Leave, or amount of sick or vacation hours accrued.
   b. If the supervisor is aware that the employee has had surgery (outpatient or inpatient), he/she should contact the HR Department immediately, as short-term disability benefits could become payable immediately.
   c. The supervisor must refer the employee to the HR Department to discuss and possibly apply for Family and Medical Leave job protection and short-term disability benefits (if applicable).
   d. The supervisor cannot consider FMLA-approved leave in determining employment actions such as hiring, rehiring, promotions, disciplinary actions, or annual performance reviews.
   e. If the employee is on FMLA-approved leave, but does NOT have short-term disability benefits, the employee's time cards will continue to go to the timekeeper.
   f. If the employee does have short-term disability benefits payable to him/her, the time card is rerouted to the HR Department for as long as the employee is receiving short-term disability benefits.
2. **The employee has the following responsibilities:**
   a. The FMLA requires employees to provide thirty (30) days' notice of an absence if at all possible, with one or two business days notice at the very least. After-the-fact notice may be acceptable, depending on the circumstances.

b. The employee must notify the HR Department of the absence so that the HR Department can provide the proper information regarding FMLA rights, FMLA forms, and possible disability claims.

c. The employee must complete the “FMLA Application” and have his/her health care provider complete the “Health Care Provider Certification” form.

d. The employee must have the supervisor and/or manager sign the acknowledgment line at the bottom of the employee “FMLA Application” form.

e. The employee must provide the HR Department with the completed FMLA forms (signed “FMLA Application” and “Health Care Provider Certification”) before the deadline date that is noted on the application form.

f. When returning from leave, the employee must first go to Occupational Health Services (OHS) for a return-to-work release if the absence was due to the employee’s own illness or injury. An employee whose workday typically begins before 8:00 a.m. must contact OHS for an appointment prior to his/her return to work.

g. The employee must visit the HR Department in order to provide a copy of the “Return to Work Notice” if the Family and Medical Leave was for the employee’s own illness/injury, and to sign any time cards that the HR Department has processed if short-term disability benefits were received.

3. The HR Department has the following responsibilities:

a. The HR Department provides the Employee with an FMLA packet containing the following items:

(1) A copy of the employee’s rights under FMLA;

(2) The “FMLA Application”;

(3) The “Certification of Health Care Provider” form;

(4) The U.S. Department of Labor notice, “Your Rights under the FMLA of 1993”;

(5) An explanation of how SAIC-Frederick, Inc., implements the FMLA;

(6) Copies of related NCI-Frederick *Policy and Procedure* No. 318, Leave of Absence, and No. 329, Family Leave; and

(7) A “Return to Work Certificate” form.

b. If the employee is eligible to apply for short-term disability benefits, the HR Department will provide the employee with a “Question/Answer Information Sheet” and a card with information for filing a short-term disability claim.

c. Upon receipt of the employee’s completed “FMLA Application” and the “Certification of Health Care Provider” form, the HR Department will review the material and notify the employee in writing if and when the employee is eligible for FMLA protection, and if not eligible, the reason why not.

d. If the employee exceeds his/her FMLA available hours, the HR Department will notify the supervisor in writing that job protection under FMLA has ended and determine whether the position can be held for the employee's return. The HR Department will also notify the employee in writing that his/her FMLA protection has ended and provide information regarding continuing medical leave of absence, if appropriate.

e. If an employee has a health care provider's approval to return on a partial work schedule and the department can accommodate the request, a copy of the employee's time card must be forwarded to the HR Department for continued administration of partial disability benefits (if applicable) until the employee is released for full duty.

f. If the employee is on leave without pay at any point during his/her absence, the HR Department will send an invoice for any benefit premiums that may come due. The HR Department will collect the premiums and submit them on a monthly basis to the Accounts Payable Department.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H301/Request for Guest Researcher Appointments**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines for processing requests for guest researcher appointments and ensures that SAIC-Frederick, Inc. complies with the NCI-Frederick *Policy and Procedure* No. 327, Contractor Guest Researcher. A guest researcher is defined as a university faculty member on sabbatical leave, a scientist visiting NCI-Frederick for the purpose of demonstrating or learning a new technique, or a scientist on a fellowship.

II. References

NCI-Frederick *Policy and Procedure* No. 327, Contractor Guest Researcher

The most recent version of Standard Process forms referenced may be obtained by contacting the Human Resources Department, extension 5362.

III. Definitions

HR: Human Resources

OHS: Occupational Health Services

SP: Standard Process

IV. Scope

This SP applies to all requests for guest researcher appointments.

V. Processes/Guidelines

A. Policy

1. Guest researcher appointments must comply with all elements of the NCI-Frederick *Policy and Procedure* No. 327, Contractor Guest Researcher.
2. Guest researchers must process in with the SAIC-Frederick, Inc., Human Resources (HR) Department and complete the checkout process upon their departure.
3. Guest researcher appointments that are extended or indicate the need for additional funding require all appropriate documentation to be resubmitted to the NCI-Frederick contracting officer for approval.

B. Responsibilities

The program area, HR Department, and the guest researcher are responsible for the coordination of the appointment and submission of all required documents.

1. **The program area will:**
   a. Submit a memorandum of justification to the HR director at least six (6) weeks prior to the anticipated start of a guest researcher appointment. The following documents will be included with the memorandum of justification:
      - Attachment 1 of NCI-Frederick *Policy and Procedure* No. 327, Contract Guest Researcher,
      - "Report of Visitor" form, and
      - Curriculum vitae or resume.

   b. Submit the "Export Analysis Questionnaire" to the HR Department for any guest researcher who is a foreign national and not a "protected individual" as defined by the Export Control Policy.
   c. Confirm the availability of funds with the Finance Department when indicated.
   d. Submit all required financial documents to the Finance Department for any guest researcher receiving reimbursement for expenses.
2. **The HR Department will:**
   a. Review the memorandum of justification and required documents.
   b. Write a formal letter of request to the NCI-Frederick contracting officer.
   c. Notify the program area when contracting officer approval is granted.
   d. Write and send a formal invitation letter to the guest researcher with the following documents:
      - Attachment 2 of NCI-Frederick *Policy and Procedure* No. 327, Contractor Guest Researcher
      - Guest Researcher Intellectual Property Addendum
      - Statement of Publication Policy

   e. Assist with visas when appropriate.
3. **The guest researcher will:**
   a. Ensure that his/her funding source/employer has signed the Intellectual Property Addendum.
   b. Sign the invitation letter and related documents.
   c. Secure appropriate work authorization if he/she is from outside the United States.
   d. Report to the HR Department before reporting to the program area to ensure that all requirements have been met and appropriate documents have been signed.

4. **The program area will:**

   Escort the guest researcher to the HR Department and to Protective Services on his/her first day.

5. **The HR Department will:**

   Process in and direct the guest researcher to Protective Services for a badge/ access card and to Occupational Health Services (OHS) for a blood save (if necessary for the appointment).

6. **The program area will:**

   Notify the HR Department via e-mail to Barnold@ncifcrf.gov one week prior to the conclusion of the appointment.

7. **The HR Department will:**

   a. Send the guest researcher a checkout package.

   b. Complete the checkout process with the guest researcher on his/her last day.

If an extension to the appointment is requested or additional funding is required, the program area will repeat this process in its entirety.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H302/Use of Placements from Temporary Agencies**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines and processes for use of temporary agency employees.

II. References

The most recent version of forms referenced in this Standard Process may be obtained by contacting the Human Resources Department, extension 5362.

III. Definitions

Bill rate: The hourly rate charged by a temporary employment agency that includes the hourly labor and fringe rate paid to the employee as well as the profit mark-up charged by the agency.

HR: Human Resources

OHS: Occupational Health Services

Protected individual: A person who, as defined in 8 U.S.C. 1324(a)(3), is a U.S. citizen or national, an alien lawfully admitted for permanent residence (i.e., an alien possessing a valid form I-550, or "green card"), asylee, or refugee.

SP: Standard Process

Temporary agency employee: An employee procured through a subcontract with a temporary employment agency or SAIC-Frederick, Inc.'s, payroll company, Innovative Solutions.

IV. Scope

This SP applies to all employees of SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Policy

1. Temporary agency employees are to be used on a short-term basis to provide assistance in the following situations:
   a. To replace a regular employee who is on vacation or medical leave when other staff cannot be used for coverage;
   b. To assist with the completion of special projects that cannot be accomplished using current staff;
   c. To assist in bringing a backlog of work current when completion of the work is considered critical to the scope of work;

   d. To fill a budgeted position vacancy during active recruitment; or
   e. To perform duties needed on a one-time basis that require skills not possessed by current staff.
2. Costs associated with the use of temporary agency employees must be accommodated within the budget of the program making the request.
3. Employees may not be under age 18.
4. Temporary agency employees must be protected individuals (certain exceptions may be made for those procured through Innovative Solutions).
5. Requests for the procurement of a temporary agency employee are to be submitted via e-mail to the Human Resources (HR) Department (kburke@ncifcrf.gov and jsugden@ncifcrf.gov) using a "Request for Temporary Agency Employee" form. The request must include the following:
   a. A brief justification of the need for temporary services consistent with item A.1 above;
   b. An explanation of how the temporary agency employee's assignment will be funded, including department and center number;
   c. The dates and location of the assignment;
   d. The name of the SAIC-Frederick, Inc., supervisor to whom the temporary agency employee will be assigned; and
   e. The position requirements/job skills and duties.
6. Requests must be approved by the directorate head and generated by an authorized designee.
7. Only the HR Department staff may have contact with temporary employment agencies.
8. Problems with temporary agency employees should be reported to the HR Department for resolution.
9. Once approved, no changes may be made to the assignment without written approval from the HR Department.

B. Process

1. **The HR Department will:**
   a. Maintain a current list of employees designated by each directorate head who are approved to request temporary agency employees.
   b. Receive and process all requests, ensuring that the person generating the request is authorized to do so.
   c. Provide the Finance Department with the bill rate and a copy of the "Request for Temporary Agency Employee."

d. Once confirmation is received from the Finance Department, place the order with an approved vendor and provide the name and start date of the temporary agency employee to the requesting department.

e. E-mail a request to Protective Services for an ID badge for the temporary agency employee. Follow up with a hard copy of the request that contains an authorized signature from the Human Resources Department.

f. Review all time cards each week.

g. Reconcile all invoices received from temporary employment agencies and approve only those charges supported by faxed time sheets.

h. Interact with the temporary employment agency to resolve problems and request any changes to assignments.

2. The Finance Department will:

a. Confirm that the expense can be accommodated within the department and center budget requested by the program.

b. Pay invoices that have been verified by the HR Department.

3. The requesting department will:

a. Request temporary agency employees in accordance with this policy.

b. Escort the temporary employee to Protective Services on his/her first day to obtain a temporary ID badge.

c. Fax a signed copy of each temporary agency employee's time sheet to the HR Department at 301-846-5172 each Friday.

d. Request any changes to assignments via e-mail to the HR Department (kburke@ncifcrf.gov and jsugden@ncifcrf.gov) at least one week in advance, providing the reason for the change.

e. Confirm the completion of the temporary agency employee's assignment via e-mail to the HR Department (kburke@ncifcrf.gov and jsugden@ncifcrf.gov).

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H303/Employee Referral Award**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines of the Employee Referral Award Program to reward current employees who successfully refer candidates for hire.

II. References

(NONE)

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to all current SAIC-Frederick, Inc., employees, unless otherwise noted.

V. Processes/Guidelines

A. Policy

1. All SAIC-Frederick, Inc., personnel are eligible to receive referral awards except for the following: the Human Resources (HR) Department staff, managers, directors, the new hire's direct supervisor, any person who participates in the interview process, family or household members of the candidate, and rehires within one year of the termination date.
2. The candidate must note the name of the referring employee on the employment application.
3. The candidate must meet all program qualifications in order for the referring employee to receive the referral award.

B. Process

1. When an offer of full-time employment has been extended and accepted, the HR Department will verify that the following qualifications have been met:
   a. The candidate must note the name of the referring employee on the employment application.
   b. The hiring manager or HR Department must not have previously identified the candidate.
   c. The candidate has not been referred as a consultant or temporary placement.
   d. The candidate must accept a regular, full-time position with SAIC-Frederick, Inc., and remain in that capacity for at least six (6) months.

e. The referring employee must still be employed at SAIC-Frederick, Inc., at the time the referral award is paid.

2. The HR Department will:
   a. Submit a memorandum to the Payroll Department for processing of the referral award.
   b. Send a letter of appreciation to the employee acknowledging the referral award.
   c. Send a letter of explanation to referring employees who do not qualify for a referral award, explaining why they did not qualify.
3. The referring employee will receive the award (less applicable taxes) approximately two (2) pay periods beyond the six-month qualifying date.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H304/Internal Transfer Process**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines and process for current employees who wish to be considered for transfer within SAIC-Frederick, Inc., in accordance with NCI-Frederick Policy & Procedure #307, Employee Transfers.

II. References

NCI-Frederick *Policy and Procedure* No. 307, Employee Transfers

The most recent version of forms referenced in this Standard Process may be obtained by contacting the Human Resources Department, extension 5362.

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to all SAIC-Frederick, Inc., employees in good standing who have been in their current position for six (6) months or more. The director of the Human Resources (HR) Department must approve any exceptions to this requirement.

V. Processes/Guidelines

A. Policy

Eligible employees must complete a transfer request to be considered for any active job posting.

B. Process

1. Job openings are posted for a minimum of five (5) business days on http://saic.ncifcrf.gov and www.saic.com.
2. Employees must apply online for job postings.
3. Employees must submit a completed "Transfer Request" form to the HR Department.
4. **The employment specialist will:**
   a. Verify that the employee meets the minimum job requirements;
   b. Review the employee's personnel file and confer with the employee relations specialist to determine eligibility to transfer; and
   c. Forward the "Transfer Request" form and resume to the hiring manager for review and consideration.

5. Generally, the hiring manager will interview all internal applicants who meet the minimum requirements for their position. Interviews will be scheduled through the appropriate employment specialist.
6. Prior to the interview, the hiring manager is encouraged to review the employee's file.
7. The employee must notify his/her current supervisor of his/her intent to interview and determine a mutually agreeable time to do so.
8. The hiring manager must conduct a reference check on the selected employee by contacting his/her current supervisor.
9. When an internal employee is selected to fill the posted job, the start date will be determined by mutual consent of the current and receiving supervisors. Generally, two weeks from the acceptance date is standard.
10. A transfer memo is sent to the selected employee by the HR Department, detailing the new job title, location, supervisor, and salary, if applicable.
11. If there is any change in the employee's actual work location, he/she must complete a "Transfer Check-Out Sheet" before reporting to the new work site. (This process is usually completed on the last day in the employee's current work location.)

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H305/Personnel Requisitions**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines and process for creating and opening personnel requisitions.

II. References

The most recent version of forms referenced in this Standard Process may be obtained by contacting the Human Resources Department, extension 5362.

III. Definitions

COA: Contracting officer approval

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to all hiring authorities within SAIC-Frederick, Inc. Only the director of the Human Resources (HR) Department may make exceptions.

V. Processes/Guidelines

A. Policy

1. Personnel requisitions and physical task requirements are to be completed on a standard form and submitted via a consistent electronic process to ensure timely and accurate processing.
2. Personnel requisitions are required in order to hire staff as:
   a. Budgeted additions,
   b. Replacement positions for terminated employees,
   c. New additions (not budgeted), and
   d. Visiting scientists or other positions for short-term needs.
3. Only fully completed forms will be accepted for processing.
4. Submission to jobreqs@ncifcrf.gov must follow the approved path for each directorate.
5. The HR Department will notify the identified hiring manager when the position has been released for posting.
6. Requisitions will be posted for a minimum of five (5) days before an offer is extended.

B. Process

1. All fields on the “Personnel Requisition” must be completed in full before a requisition will be accepted for processing.
2. Completed “Personnel Requisitions” and “Physical Task & Environmental Factor” forms must be e-mailed from an approved source to jobreqs@ncifcrf.gov in order to be processed.
3. Submissions will be reviewed against approved job specifications by the HR Department to ensure consistency, appropriateness, and accuracy.
4. Requisitions will be faxed to the Finance Department for review and/or to determine if further approval is required.
    a. Requisitions released by the Finance Department are entered into SAIC-Frederick, Inc.’s job posting system (AJOBB2), which assigns each job a unique identifying number.
    b. Requisitions needing further approval require a formal memo of justification from the hiring department. The HR Department will obtain NCI-Frederick contracting officer approval (COA) for all such requisitions prior to posting. This request (known as HR letter) will be signed by the requesting directorate head.
5. Concurrent with the Finance Department review, the requisition will be forwarded to the appropriate employment specialist for review of (and/or edits to) the required posting information.
6. The HR Department will notify the hiring manager and the approved source of the requisition number.
7. The requisition will be posted for a minimum of five (5) business days before an offer of employment can be extended against it.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H306/Extending Offers of Employment**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines and process for offering a position to a prospective employee (external/internal).

II. References

The most recent version of forms referenced in this Standard Process may be obtained by contacting the Human Resources Department, extension 5362.

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to all hiring authorities within SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Policy

All selected candidates will receive both a verbal and formal written offer of employment.

B. Process

1. At the conclusion of the interview process, hiring managers/designees must submit a completed "Request for Offer to Candidate" form to the appropriate employment specialist.
    a. Candidates who are not "protected individuals," as identified on the employment application, must be reviewed by SAIC Corporate Human Resources (HR) against the restricted parties list.
    b. Reference documentation must accompany the offer form; otherwise, the offer will be delayed until this information is received.
    c. The disposition of all interviewed candidates must be indicated.
    d. Signatures must comply with required approval levels for the program area.
2. The HR Department will determine salary and extend a verbal offer, contingent upon:
    a. Verification of current/previous employment,
    b. Verification of educational degrees,
    c. Successful completion of a pre-employment drug screen,

   d. Successful completion of a medical evaluation based on essential job functions, and
   e. Successful completion of a background check.

3. If relocation is requested, the HR department will verify the amount with the hiring manager, and will secure NCI-Frederick contracting officer approval as necessary.
4. Once a verbal offer has been accepted, the HR Department will send a formal written offer of employment (with pre-employment forms and orientation materials) to the selected candidate.
5. The employment specialist will notify the hiring manager of the acceptance, and a copy of the offer letter will be sent to the program area.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H307/Reference Checking**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines and processes for checking employment references on external and internal candidates before an offer is made. References confirm information obtained during the interview process and further assess the individual's capability and fit. This is an important and required part of the employment process and can help avoid costly hiring mistakes.

II. References

The most recent version of forms referenced in this Standard Process may be obtained by contacting the Human Resources Department, extension 5362.

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to all hiring authorities within SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Policy

1. The selected candidate (both internal and external) must have employment references checked by the hiring manager/designee before an offer is made.
2. References should include at least the most recent supervisor or next-level manager, and other previous supervisors as appropriate. Two reference checks are required for external candidates and one for internal candidates.

B. Process

1. Once the final candidate has been identified, reference checks must be conducted and information recorded on the "Employee Reference Check" form or detailed in an e-mail to the employment specialist. Reference documentation must accompany the "Request for Offer to Candidate" and will become part of the personnel file.
2. For internal candidates, the hiring manager must request a review of the personnel file and contact the prior supervisor(s) for a verbal reference.
3. The ultimate responsibility for completed references lies with the hiring manager; however, who conducts the reference checks will depend on job content, the level of the individual being considered, and other factors.

4. Telephone reference checks or written letters of recommendation requested by the hiring manager are acceptable.
5. For comparison purposes, the hiring manager should ask the same questions of all references and paraphrase or quote the conversation on the reference form, whenever possible.
6. The hiring manager (or designee) must verify recommendation letters with a follow-up phone call to the author, then initial and date the letter to confirm validity.
7. If a reference provides unfavorable information regarding the candidate's prior performance, the hiring manager must discuss the information with the employment specialist before a final hiring decision is made.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H308/Sourcing Qualified Candidates**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines for identifying internal and external candidates who meet the qualifications necessary to successfully perform the duties of a posted position.

II. References

(NONE)

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to employment specialists and hiring managers who are responsible for staffing requisitions within SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Policy

Candidates for employment are identified by employment specialists and hiring managers solely based upon their ability to meet the educational and skill requirements necessary to successfully perform the duties of a posted job.

B. Procedure

1. The Human Resources (HR) Department posts all open positions on http://saic.ncifcrf.gov and www.saic.com as the first step in the recruitment process.
2. Employment specialists review the SAIC-Frederick, Inc., availability list of laid-off employees looking for new job opportunities.
3. Employment specialists review all submitted internal transfer requests to evaluate the qualifications of an internal employee against the requirements of a posted job.
4. Positions are electronically posted on a variety of Web sites applicable to the job opening. These sites include both general and niche job boards in an effort to target the most qualified candidates.
5. Where appropriate, employment specialists will utilize resume database subscriptions to seek out qualified candidates, using electronic key word searches.
6. Employment specialists, in partnership with hiring managers, may also use nontraditional methods for sourcing qualified candidates (i.e., cold calling, networking, etc.).

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H309/Screening Candidates for Employment**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines and processes for screening candidates for employment.

II. References

(NONE)

III. Definitions

SP: Standard Process

IV. Scope

This SP applies to employment specialists who are responsible for filling requisitions within SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Policy

Prior to forwarding any resumes to the hiring manager for review, candidates for employment are screened by the employment specialist to ensure that they meet the posted minimum qualifications of the job opening.

B. Procedure

1. Employment specialists review all resumes that are submitted against a posted position via Web sites, employee referrals, internal transfer requests, sourced either by employment specialists or managers, or by any other means.
2. Screening takes place by contacting the candidate by phone or e-mail, or in some cases, by regular mail.
3. During the screening process, employment specialists confirm that:
   a. The position is of interest to the candidate,
   b. The candidate's experience/education is accurately reflected in the resume,
   c. The candidate's salary requirements are within the range for the position,
   d. The candidate is willing to work/relocate to the area where the position is located.
4. If the candidate is deemed to be qualified, the resume is forwarded to the hiring manager for his/her review.
5. No further investigation of a candidate's background is permitted at this stage of the recruitment process.

VI. Attachments

(NONE)

VII. Records

The Human Resources Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H310/Employment Application Process for External Candidates**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines and processes for external candidates to access and apply for job vacancies within SAIC-Frederick, Inc.

II. References

(NONE)

III. Definitions

HR: Human Resources

Protected individual: A person who, as defined in 8 U.S.C. 1324(a)(3), is a U.S. citizen or national, an alien lawfully admitted for permanent residence (i.e., an alien possessing a valid form I-550, or "green card"), asylee, or refugee.

SP: Standard Process

IV. Scope

This SP applies to all external candidates applying for job vacancies within SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Policy

All external candidates must apply for posted vacancies on-line at http://saic.ncifcrf.gov or www.saic.com. Candidates applying by any other means will be redirected to these sites.

B. Procedure

1. All external candidates inquiring about current job vacancies are directed to the SAIC-Frederick, Inc., Web sites at http://saic.ncifcrf.gov or www.saic.com. On both sites, external candidates will be able to search posted openings by location, category, and other criteria.
2. If an appropriate job vacancy is identified by an external candidate, he/she must apply on-line through the link provided with the posting information.
3. Submissions from external candidates are automatically routed (electronically through the Web sites) to the e-mail inbox of the employment specialist assigned to recruit for that opening.
4. Each submitted resume is screened as outlined in the Standard Procedure H308, Sourcing Qualified Candidates.

5. Once the external candidate has been selected for interview, the employment specialist e-mails the "Application for Employment" to the candidate to complete, print, and bring to the scheduled interview. (Applications may also be faxed or sent via regular e-mail if a working e-mail address is not available.)
6. At the time of the interview, the employment specialist verifies the completeness of the "Application for Employment" and ensures that it has been properly signed and dated.
7. Areas of potential concern are scrutinized by the employment specialist and, if needed, brought to the attention of the Human Resources (HR) Department management for further discussion. These areas include:
   a. "Protected individual" concerns,
   b. Preferred salary requirement above the range for the position,
   c. Incomplete (or unexplained gaps in) work history,
   d. Felony convictions, or
   e. Previous involuntary dismissal from employment.
8. A copy of the candidate's "Application for Employment" is provided to the hiring manager or his/her designee for use during the interview process.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H311/Verification of Educational Credentials**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines and processes for verifying the educational credentials of newly hired employees of SAIC-Frederick, Inc. This process confirms the information provided in the education section of the "Application for Employment."

II. References

(NONE)

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to all newly hired employees of SAIC-Frederick, Inc.; there are no exceptions.

V. Processes/Guidelines

A. Policy

All completed education, high school diploma/GED and above, must be verified by the Human Resources (HR) Department.

B. Procedure

1. After the verbal offer has been extended, the employment specialist inserts "Verification of Education" forms into the requisition file for each level of education completed.
2. The personnel assistant III sends the appropriate number of forms to the new hire as part of the offer packet.
3. The new hire must fully complete the applicant portion and sign/date each form.
4. When the forms are returned to the HR Department, each one is copied prior to being mailed to the listed college/university. Copies are retained for cases where a second request to the school needs to be sent.
5. The personnel assistant III maintains a spreadsheet to track the status of each form; entries are deleted when the forms are returned as "verifiable."
   a. In the event the educational level is "not verifiable," the form is given to the employment specialist for follow up with the new hire.

   b. The new hire may provide for inspection an original diploma or raised-seal transcript as verification of a completed degree. Copies are made and attached to the original forms.
   c. In the event an original diploma/transcript is not in English, the new hire is responsible for having it formally translated by an accredited translator. These translations are filed with the original forms.
   d. The HR Department will process and pay for verifications from colleges/universities that use a third-party Web site for degree verifications.
6. Completed "Verification of Education" forms (with any supporting documentation) are placed in the new hire's personnel file.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.

STANDARD PROCESS

Section H: Human Resources (HR)
Number/Title: **H312/Verification of Previous Employment**
Date Issued: January 2005
Revision:
SP Contact: Manager, Employment, HR, 301-846-5366

I. Purpose

This Standard Process (SP) outlines the guidelines and processes for verifying the complete employment history of newly hired employees of SAIC-Frederick, Inc. This process confirms the information provided in the work history section of the "Application for Employment."

II. References

(NONE)

III. Definitions

HR: Human Resources

SP: Standard Process

IV. Scope

This SP applies to all newly hired employees of SAIC-Frederick, Inc.

V. Processes/Guidelines

A. Policy

Full employment history is verified by the Human Resources (HR) Department and encompasses all previous positions/employers. Falsified information or omissions is grounds for termination.

B. Procedure

1. After the verbal offer has been extended, the employment specialist inserts a blank "Verification of Employment" form into the requisition file for each completed section under "Work History."
2. The personnel assistant III sends the appropriate number of forms to the new hire as part of the offer packet.
3. The new hire must fully complete the applicant portion and sign/date each form.
4. When the forms are returned to the HR Department:
   a. Contact information is compared to the information provided on the application.
   b. Forms that cannot be matched to the application are given to the employment specialist for follow-up with the new hire.
   c. The personnel assistant III completes the HR Department section on matched forms and makes a copy of each form prior to mailing it to the listed contact. Copies are retained for cases in which a second request to the contact needs to be sent.

5. In the event the forms are returned with information that contradicts the application, the employment manager will review the discrepancies and direct the employment specialist to follow up with the new hire.
6. It is acceptable for the new hire to provide pay stubs or W-2 forms as verification of previous employment.
7. The HR Department will process and pay for verifications from companies that use a third-party Web site or "1-900" phone numbers for employment verifications.
8. Completed "Verification of Employment" forms (with any supporting documentation) are placed in the new hire's personnel file.

VI. Attachments

(NONE)

VII. Records

The HR Department will maintain all records.